

**Adaptive Curriculum Specialist**  
**New Hanover County Schools**

**Job Description**

**Class:** Certified  
**Division:** Student Support  
**Dept:** Special Education and Related Services

**TITLE:** Adaptive Curriculum Specialist

**QUALIFICATIONS:**

1. Bachelor's Degree in Special Education or completed a licensure program through an alternative pathway to education
2. Five or more years experience as a Special Education teacher
3. Valid North Carolina teaching credential in Special Education
4. Valid North Carolina driver's license

**REPORTS TO:** Director of Special Education and Related Service

**JOB GOAL:** To assist with addressing federal and state requirements regarding procedural and instructional accountability; word as a liaison with school personnel to ensure implementation of required policies and procedures affecting students with disabilities of the New Hanover County Schools

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations, including IDEA.
2. Attend building level IEP meetings to assist building level administrators in resolving issues relating to the delivery of special education services.
3. Team with liaisons, other support specialists, teachers, and other school personnel in the delivery of services; plan, conduct, and assist in staff development activities.
4. Support the school program, cooperate with others to accomplish its goals. Coordinate program services with other student services and maintain records in accordance with established rules, regulations and ethical standards.
5. Facilitate communication with school staff, families and agencies. Respond to behavior requests for individualized programs, students and teacher coaching and modeling. Assist with identification and implementation of best teaching practices.
6. Participate in continuing education and professional growth activities related to special education. Provide professional development as related to your role.
7. Support evidence-based practices related to Behavior interventions.
8. Support students on extended content standards, knowledge of standards and teaching practices.

9. Support teachers to appropriately modify and adapt curriculum and tools.
10. Observe and provide feedback regarding classroom design and structure.
11. Perform related duties and responsibilities as request by the Director and/or Principal.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve-month work year/Contract/FLSA Exempt

**Starting Salary and/or Grade:** State teacher salary scale

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Considerable knowledge of federal and state statutes and regulations regarding provision of services to students with disabilities.
- Ability to exercise independent judgement in determining eligibility, type of services to be provided, and placement of students with disabilities in the least restrictive environment.
- Knowledge of the principles and practices of testing and interpretation of test date.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to establish and maintain effective working relationships as necessitated by work.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.