

**Job Title:** Exceptional Student Services Teacher Liaison

**Supervisor:** Exceptional Student Services Director

**Employment Terms:** 12 Months

**Location:** Serving two West-MEC Campuses

**Salary Range:** \$65,650 - \$85,850 (Annually)

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Enhances a working relationship with member ESS departments, district counselors and CTE Directors to expand a positive West-MEC presence.
- Serves as a liaison and staff support to two West-MEC campuses.
- Coach instructional staff on differentiated instruction practices and the implementation of accommodations and modifications within the classroom setting.
- Works with Exceptional Student Services Director to perform initial and monthly processing of IEP/504 documents that are due for renewal.
- Participates in weekly meetings with the Exceptional Student Services Director to develop and implement ESS strategic goals for the district.
- Supports Exceptional Student Services Director and Campus Counselors in ensuring academic support plans for all secondary and adult students with documented disabilities are being implemented and followed by West-MEC campus staff.
- Advocates and leads campus MTSS processes to monitor student support and interventions.
- Serves as a liaison to member districts for student's participation in West-MEC Central Programs that have an IEP/504.
- Available for consultation with parents, campus administrators, campus counselors and classroom teachers of students receiving special education and 504 services.
- Participates in district programs, committees, advisory council, professional development, and initiatives.
- Facilitates communication between personnel, students and/ or parents for the purpose of evaluating situations, solving problems, and/ or resolving conflicts.
- Serves as a substitute teacher for the Project SEARCH program.
- Other duties as assigned.

**Knowledge and Skills:**

- Knowledge of West-MEC district policies and procedures.
- Knowledge of special education and ADA laws, policies and procedures for secondary and post-secondary levels.
- Ability to prioritize.
- Excellent problem-solving skills.
- Skill in establishing and maintaining effective working relationships with co-workers, educational partners, students, parents, and industry.
- Skill in creating, designing and delivering professional development.
- Skill in operating a personal computer utilizing a variety of software applications.
- Knowledge of Career and Technical Education programs.
- Knowledge and experience within transition programs.

**Requirements:**

- 3-5 years' experiences as a secondary school special education instructor.
- 2 years' experience in best practices for mentoring, co-teaching or staff coaching.
- Must possess Bachelor's Degree in special education (Mandatory).
- Arizona Department of Education Special Education Teacher Certification (Mandatory).
- Ability to maintain a high level of ethical behavior and confidentiality.
- Ability to work outside normal working hours.
- May be required to travel to perform job functions.
- Must pass a fingerprint clearance and background check.
- Obtain an Arizona Driver's License.
- Active involvement in professional organizations (ACTE, ACTEAZ).
- Must be able to lift 50lbs.

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** ASAP

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.