

Trussville City Schools
Job Description

POSITION TITLE: Exceptional Education Collaborative Specialist

QUALIFICATIONS: A Master's Degree in Special Education from an accredited university and five (5) years of successful teaching experience is required. Must possess and maintain an Alabama teaching certificate in Special Education. Administrative experience is preferred.

JOB GOAL: To support the organization, implementation, and evaluation of effective teaching strategies that meet the needs of exceptional education students and increase their educational, social, and career development.

REPORTS TO: Assistant Superintendent of Student Support

EVALUATION: Administrator Effectiveness

PERFORMANCE RESPONSIBILITIES:

1. Assesses the effectiveness of the school district's curriculum for special education students and recommends and implements appropriate modifications as necessary to improve students' test scores and academic outcomes and accommodate students' learning skills and abilities.
2. Works with exceptional education teachers and other department and school personnel to develop teaching strategies and instructional activities for integration into the district's curriculum and lesson plans in order to meet the needs of special education students.
3. Acts as a liaison for the special education staff, general education staff, TCS administrators, students and their families, and other professionals in order to facilitate communication, provide consultation, resolve conflicts, and integrate specialized teaching strategies into the curriculum as appropriate.
4. Ensures the school district's exceptional education program is in compliance with applicable federal and state requirements and in accordance with State Department of Education regulations.
5. Develops and conducts presentations and consultations for teachers, administrators, and other faculty designed to enhance teaching strategies, develop skills and techniques, and identify and analyze opportunities related to the improvement of the school district's instructional and behavioral intervention programs.

6. Assists in the identification, selection, and maintenance of resources and materials relevant for use within the special education program and ensures compliance with applicable guidelines and regulations
7. Maintains a thorough knowledge of current legislation, regulations, policies, and procedures that affect special education programs and, as necessary, analyzes and interprets applicable existing and proposed federal, state, and local laws to ensure adherence of special education program guidelines, services, resources, and materials.
8. Consults with the special education staff, general education staff, TCS administrators, professional organizations, and outside agencies for the purpose of evaluating and maintaining existing effective programs and securing and implementing new services in alignment with district initiatives.
9. Collects and maintains proper documentation (i.e., student files, various records, confidential data, etc.) for the purpose of recording activities, providing reliable information, and ensuring compliance with applicable guidelines and regulations.
10. Recommends and/or conducts a variety of approved trainings and activities to address professional learning needs of Collaborative Teachers, including in-service programs, seminars, conferences, workshops, etc.
11. Responds to a wide variety of inquiries from staff, school personnel, professional organizations, and others for the purpose of resolving issues, providing information, referring to appropriate personnel, promoting collaboration, and ultimately supporting special education students.
12. Participates in a variety of approved training, activities, and events, including in-service programs, seminars, conferences, workshops, etc. for professional development purposes.
13. Keeps abreast of trends and developments in curriculum and instruction related to special education students through research and continuous education, determines their appropriateness for inclusion in the district's initiatives, and makes recommendations as requested.
14. Performs other job-related duties as assigned.

Board Approved: June 26, 2023