Job Description

Title: Special Education Learning Facilitator/Instructional Coach

Reports To: Director of Special Education

Supervises: Assigned students/staff

Evaluation: As per negotiated agreement

Qualifications:

1. Current Kansas State Special Education Teaching or Related Service provider license.
2. Master's degree preferred.
3. Three years of experience as certified special education teaching or related service provider is preferred.
4. Such alternative to the above qualifications as the board finds appropriate and acceptable.

Performance Responsibilities:

1. Assist in the training and support for special education teachers, focusing on the development of new special education teachers.
2. Review Individualized Education Plans, evaluations, and re-evaluations and communicate with staff to ensure compliance with the Individuals with Disabilities Education Act.
3. Work with special education administration in planning and conducting workshops and other inservice programs to help raise the level of understanding of instructional strategies for students with disabilities.
4. Recommend ways in which the curriculum can be modified to meet the special learning needs of students with disabilities.
5. Assist in analyzing data on student present levels and progress to determine student learning needs.
6. Support teachers in the identification and application of appropriate accommodations/modifications in the classroom as well as on district and state assessments for students with disabilities.
7. Assist teachers in organizing workspaces for effective learning.
8. Support the use of assistive technology to increase access to the general education curriculum and reduce the impact of identified students' disabilities.
9. Assist providers in designing and implementing special services activities and related documents that conform to federal, state and district guidelines.
10. Meet with teachers to help interpret and produce special education documentation requirements.
11. Assist in the design of Kansas Alternate Assessments and the implementation of other district and state assessments.
12. Assist in curriculum design and instructional delivery using a Multi-Tier System of Support model to enhance educational outcomes for all students.
13. Collaborate with building level student intervention teams to develop appropriate methods for collection of intervention fidelity and student progress monitoring data.

14. Serve as a consultant in the selection of assessment modalities and curriculum modifications for students suspected of having a disability.
15. Consult with teachers on identification, assessments, and special education requirements.
16. Assist with the creation of current special education support guides and materials to be distributed among the instructional staff and building administration.
17. Help building level teams differentiate between an Individualized Education Program and support through a 504 Plan.
18. Maintain appropriate, confidential records and provide timely reports.
19. Keep abreast of new information, innovative ideas, and techniques.
20. See that school district policies are observed during all activities.
21. Adhere to all district health and safety policies.
22. Other duties as assigned.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.