

Job Title: Special Education Specialist
Position Status: Part-Time (4 Days / Week)
Classification: Exempt
Reports To: Superintendent/Principal

Position Overview

The **Special Education Specialist** is a vital team member responsible for case management, instructional delivery, and collaborative leadership across the school community. Working **4 days per week**, this position blends administrative oversight—including scheduling all IEP meetings and maintaining the SEIS system—with direct service delivery inside and outside the classroom. The Specialist acts as a primary liaison between service providers, classroom teachers, and instructional assistants to ensure comprehensive support for every student on an IEP.

Primary Duties & Responsibilities

1. IEP Case Management & Compliance

- **Meeting Coordination:** Schedule, organize, and facilitate all Annual, Triennial, and Initial Individualized Education Program (IEP) meetings within statutory timelines.
- **SEIS System Management:** Accurately completes, maintains, and updates all student records, IEP documents, progress reports, and compliance data within the Special Education Information System (SEIS).
- **Provider Coordination:** Maintains regular communication with all related service providers (e.g., Speech-Language Pathologists, Occupational Therapists, School Psychologists, Physical Therapists, APE providers) to track progress, align goals, and coordinate meeting schedules.

2. Direct Student Instruction & Support

- **Push-In Services:** Provides direct special education instruction and specialized academic support inside the general education classroom to foster an inclusive environment.
- **Pull-Out Services:** Conducts targeted, small-group or individual interventions outside the general education classroom to address specific IEP goals.
- **Curriculum Adaptation:** Adapts and modify core curriculum materials to meet diverse learning styles and individual student accommodations.

3. Collaboration & Team Leadership

- **Teacher Partnership:** Collaborates continuously with general education teachers to co-plan lessons, track student growth, and implement accommodations effectively.
- **IA Supervision & Support:** Provides daily guidance, instruction, and feedback to Instructional Assistants (IAs) to ensure standard and effective implementation of student supports across all settings.
- **Parent Communication:** Maintains open, proactive communication with families regarding student progress, IEP updates, and service delivery.

Qualifications

Required Education & Certifications:

- **Education:** Bachelor's degree from an accredited institution (Master's preferred).
- **Credential:** Valid State Special Education Teaching Credential (e.g., Education Specialist Instruction Credential).
- **System Knowledge:** Proven hands-on proficiency and working knowledge of the **SEIS (Special Education Information System)** platform.

Knowledge, Skills, & Abilities:

- Thorough understanding of IDEA, state special education regulations, and IEP compliance processes.
- Strong organizational and time-management skills to effectively balance administrative obligations and direct service hours within a 4-day schedule.
- Excellent communication and leadership skills to direct instructional assistants and collaborate with multidisciplinary teams.

Work Schedule & Environmental Factors

- **Schedule:** Part-time, 4 days per week (exact schedule/days to be determined upon hire).
- **Work Environment:** School campus, including general education classrooms, specialized resource spaces, and administrative meeting areas.

Note: This job description outlines the primary functions of the role but is not an exhaustive list of all responsibilities. The Superintendent/Principal may assign additional operational duties to ensure the seamless running of Spencer Valley School.