INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Campus Special Education Coordinator **Exemption Status/Test:** Exempt

Reports to: Principal **Date Revised:** 05/2022

Dept./School: Assigned Campus

Primary Purpose:

- Demonstrate professional leadership and communication both within Campus Special Education department and outside of the department.
- Act as the point person to coordinate campus Special Education services
- Assist all teachers assigned to campus in performing their teaching and related duties regarding students that receive Special Education services.

Qualifications:

Education/Certification:

- Bachelor's degree from accredited college or university required
- Master's degree in Education from accredited college or university preferred
- Valid Texas Teacher Certification in Special Education required
- Valid Texas Teacher Certification in one of the following required:
    - Elementary or Middle School Generalist OR
    - Core Subjects EC-6 OR Core Subjects 4–8 OR
    - Other valid Texas teaching certificate appropriate for the grade levels K-8

Special Knowledge/Skills:

- Knowledge of current trends in special education
- Experience in coordination and development of Special Education Department activities
- Knowledge of resources, both within and beyond the school charter
- Knowledge of Individual Education Plan (IEP) meeting facilitation
- Expert knowledge of special needs of students in assigned area
- Expert knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation
- Expert Knowledge of how to adapt curriculum and instruction for special needs
- Effective communication skills

Experience:

- Five years of teaching experience in Special Education
- Department Head or other leadership experience preferred

Major Responsibilities and Duties:

Instructional Strategies

1. Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned.

2. Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.

3. Conduct assessment of student learning styles. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.

4. Present subject matter effectively and according to guidelines established by IEP. Employ a variety of instructional techniques and media including technology to meet the needs and capabilities of each student assigned

5. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.

6. Participate in ARD Committee meetings on a regular basis.

7. Participate in selection of books, equipment, and other instructional media.

Student Growth and Development

8. Conduct ongoing assessments of student achievement through formal and informal testing.

9. Provide or supervise personal care, medical care, and feeding of students as stated in IEP.

10. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by campus principal.

11. Consult district and outside resource people regarding education, social, medical, and personal needs of students.

Classroom Management and Organization

12. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

13. Manage student behavior and administer discipline including intervening in crisis situations and physically restraining students as necessary according to IEP.

14. Consult with classroom teachers regarding management of student behavior according to IEP.

15. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

16. Plan and assign the work of teacher aide(s) and volunteer(s) and oversee completion.

Other

17. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.

18. Maintain professional relationships with parents, students, and colleagues.

19. Participate in staff development activities to improve job-related skills.

20. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.

21. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

22. Attend and participate in faculty meetings and serve on staff committees as required.

Additional Duties:

23. Any and all other duties as assigned by your immediate supervisor.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals, and other instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist non-ambulatory students, and lift and move adaptive and other classroom equipment; may work prolonged or irregular hours

Environment: Exposure to biological hazards

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____