

SPECIAL EDUCATION SPECIALIST

JOB SUMMARY

To assist in the organization, management, leadership and monitoring of the Lebanon Special School District Special Education Program

QUALIFICATIONS

- Master's degree
- Five years successful teaching experience in a Special Education program
- Valid teaching license with special education endorsement
- Valid professional license with appropriate administrator/supervisor endorsement
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Director of Special Education
- Assist with the coordination, supervision and evaluation of the Special Education Program including instructional programming, resources/materials/equipment, and students' Individual Education Plans
- Ensure compliance under all state and federal mandates including but not limited to IDEA and NCLB
- Collaborate and coordinate with system-wide administrators, supervisors, principals and specialists in the implementation of quality instructional programming
- Assist with the system-wide regular education pre-referral and intervention process (via the Response to Intervention approach utilized through the Lebanon Special School District Professional Intervention Team (PIT) Process)
- Assist with the Tennessee Comprehensive System-wide Planning Process and with individual School Improvement Planning
- Serve as a liaison between the regular and special education programs by attending and participating in appropriate meetings, committees, and initiatives
- Confer with personnel responsible for school/system accountability programs and ensure proper implementation of IDEA and NCLB requirements
- Plan, facilitate, and implement staff development and professional growth experiences for Special Education teachers, principals, administrative staff and parents consistent with teacher and program evaluation outcomes
- Confer with and assist teachers on a one-to-one basis as well as small groups in organizational, compliance, instructional and management techniques
- Assist with the Special Education budgetary and operational components of the Special Education Program
- Supervise the Special Education Program's effectiveness on a regular basis
- Help develop administrative procedures and prepare state and federal reports per compliance mandates
- Serve as a representative and advisor to community and/or system organizations as appropriate
- Perform other duties as assigned by the Director of Schools