August 2, 2024

East Aurora School District 131 has the following opening(s) for the 2024-2025 school year and will accept applications from candidates who may be interested in the position(s) listed below. Medical, dental, vision, and term life insurance policies are available.

**VACANCY NOTICE**

**POSITION TITLE:** Special Education Coordinator

**BUILDING(S):** East Aurora High School

**TERMS OF EMPLOYMENT:** Days and salary as per the Collective Bargaining Agreement

**IMMEDIATE SUPERVISOR:** Building Principal or Designee

**EVALUATION PROCEDURES:** Per the Collective Bargaining Agreement

**START DATE:** August 19, 2024

**JOB ID:** 21837

**QUALIFICATIONS:**

1. Applicants must hold a Bachelor’s Degree from an accredited college or university and be properly certified to meet Illinois Teaching License Standards. A Professional Educator License (PEL) with elementary/middle school/high school endorsement and content area endorsements required. LBSI, LBSII, school social worker, school psychologist, school counselor, or speech/language pathologist endorsement required. Bilingual and general administrative endorsements preferred.
2. Knowledge of Special Education programming, laws and procedures.
3. Teaching experience preferred.
4. Knowledge of PBIS and RtI.
5. Displays quality work through accuracy and attention to detail.
6. Committed to continuous improvement and data based decision-making.
7. Works effectively and productively as a member of a team.
8. Effective written, verbal and technology based communication skills.
9. Ability to work with a linguistically and culturally diverse public.
10. Demonstrates knowledge and understanding of child growth and development, effective instructional strategies, classroom management, diagnostic tools, learning assessment and diagnosis, and research related to learning.

**JOB DESCRIPTION / RESPONSIBILITIES:**
1. Provide effective, comprehensive and broad based support to assigned special education programs.
2. Support and collaborate with school personnel in understanding and implementing best practices for students with special needs and related services.
3. Act as the LEA representative at IEP meetings as needed.
4. Facilitate 504 and Speech only IEP meetings.
5. Assist the administration to monitor enrollments for a full continuum of special education programs and services.
6. Serve as a liaison between school building and special education administrators.
7. Maintain professional competence through in-service education activities provided by the district and/or in self-selected professional growth activities.
8. Coordinate services and facilitate meetings with private and parochial schools and home school students.
9. Monitor case load numbers for all case managers in assigned buildings. Work in concert with special education and student services administrators to project program and staffing needs.
10. Ensure legally mandated timelines and compliance guidelines are followed for special education meetings.
11. Facilitate PLC meetings for special education team members.
12. Work with team to determine transportation needs and set up and monitor transportation, including monitoring discipline reports.
13. Maintain accurate, complete and correct records as required by law, district policy and administrative regulations.
14. Monitor state, district and local assessments, as required.
15. Submit monthly reports, including staffing logs, case management loads and team structure to the appropriate person(s), as required.
16. Facilitate positive working relationships with all stakeholders.
17. Facilitate dialog in regard to appropriateness of ESY and IAA criteria.
18. Enter and monitor student discipline data.
19. Exhibit legal and ethical behavior in their professional practices; follow and implement all district rules, regulations, practices and policies.
20. Continuously improve professional practices, model lifelong learning, and exhibit leadership in the school and professional community.
21. Works collaboratively with all staff to deliver educational services relating to the instruction of children.
22. Participate in / attend building and district meetings, as required.
23. Provide professional development in programs and data base systems to school personnel as needed.
24. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities. Provides appropriate safety instruction.
25. Develop and submit weekly agenda, as required.
26. Perform any other duties related to the department as may be requested by the Student Services/Special Education Administrative Team, Principal or designee.

APPLICATION PROCEDURE:
Applications should be completed online at https://www.d131.org. Position(s) will remain open until filled. East Aurora School District 131 is an Equal Opportunity Employer.