

**Department:** Special Education  
**Position:** **Special Education Teaching Coordinator**  
**FLSA Status:** Exempt  
**Reports to:** Assistant Director of Special Education  
**Salary:** Scale

**Purpose:** Demonstrate and provide daily leadership and supervision as a special education teacher for assigned students and staff. In conjunction with the assistant director, coordinate comprehensive individualized educational programs for students with disabilities.

**Essential Functions:**

- **IEPs**
  - Ensure existing IEPs are implemented throughout students' educational programs.
  - Develop new IEPs and complete progress notes according to designated timelines.
  - Provide leadership, guidance and modeling to instructional staff to implement and support effective special education instructional strategies.
- **Teaching/Assessment/Data Use**
  - Develop lesson plans and provide instruction in accordance with the Standards and Indicators of Effective Teaching, IEP goals and objectives, learning style information, accommodations, modifications, and culturally responsive practices.
  - When co-teaching, communicate and plan with your co-teacher on a regular, ongoing basis.
  - Evaluate student coursework, assign grades, and track progress toward IEP goals.
  - Contribute to the assessment and placement of new students upon enrollment according to established protocols.
  - Contribute to ongoing progress monitoring and assessment in all areas of a student's programming as needed and according to established protocols.
  - Work with assistant director, curriculum coordinator, content teachers, and other CES colleagues as appropriate to review curriculum and ensure that materials reflect culturally responsive content.
  - Maintain, analyze, and report data on all essential functions of the position.
  - Use data to promote continuous improvement of job performance and program outcomes.
- **Behavior Management**
  - Assist with emergency/crisis situations as directed, informing appropriate stakeholders, obtaining assistance as needed, dispatching staff as needed and filing appropriate documentation.
  - Contribute to the development of all behavioral programming and protocols as appropriate; support and implement with fidelity all behavioral programming and protocols as designated by administration (i.e. token and incentive systems, therapeutic behavioral interventions and supports, nonviolent crisis intervention and de-escalation techniques, classroom management, etc.)

- **Supervision**

- Responsible for direct supervision and evaluation of paraprofessionals and assistant teachers based on the designated CES system and in accordance with established timelines; includes providing regularly scheduled supervisory support and feedback to direct reports.
- Provide input into the evaluation process for all other staff as requested.
- Serve as supervisor-in-charge when administration is absent from the building, and/or as designated; includes assuming control of emergency/crisis situations as needed.
- Assist with recruiting, hiring, and orienting all new teaching staff as appropriate.

- **Communication**

- Maintain professional boundaries and standards with students and others, in keeping with CES and special education departmental policies and practices.
- Develop and maintain positive relationships and ongoing communication with parents and families, and all other ancillary members of a student's TEAM as appropriate.
- Develop and maintain positive, constructive, and ongoing communication with program-based colleagues as needed to improve student outcomes.
- Communicate with administrator(s) and other staff daily, and during regularly scheduled meetings.
- Work cooperatively and effectively both as a team member, as well as independently to complete assigned tasks; actively support the work of others on the team and elsewhere in the organization.

**Additional Responsibilities:**

- Maintain and complete all reports and paperwork as required and in accordance with designated timelines (e.g. IEP development, progress notes, supervision documentation, self/direct report evaluations, incident reports, timesheets, mileage/reimbursement, etc.).
- Meet with administration for supervisory and/or programmatic planning a minimum of twice per month.
- Participate in and contribute to professional development opportunities, and other trainings at the program level; maintain a personal portfolio of professional development activities.
- Maintain inventory of materials and equipment, and participate in ordering when necessary.
- Development of competencies which support CES's social justice and equity principles.
- Engagement with and/or participation in the CES Social Justice and Equity Initiative.
- Assume any additional responsibilities as directed by Director of Special Education or designee.

**Minimum Qualifications**

- Teacher licensure in Special Education for the grade levels being served.
- A minimum of three years teaching experience with students with learning, behavioral, and/or social emotional challenges.
- Demonstrated ability to supervise staff and provide constructive guidance and feedback.
- Demonstrated ability and training in crisis intervention and de-escalation, and awareness of emergency medical and psychiatric management.



**Preferred Qualifications**

- Additional teacher licensure/highly qualified in content area.
- 7D License (or, willingness to pursue).
- Experience in curriculum development desirable.

**Physical Demands**

- Requires physical condition and mental stamina to endure job stress in the performance of duties, as well as periods of sitting or standing.
- May be required to be part of the department's restraint-trained team.

**Work Conditions**

- Requires the ability to maintain composure and professionalism in response to emotionally-laden, challenging, and/or offensive student behaviors, which may include verbal abuse or physical aggression.
- Requires adaptability and flexibility in meeting daily program needs, and may include reassignment based on program need and enrollment.
- Ability to handle interruptions and maintain professionalism and productivity in a fast-paced and challenging work environment.

**Terms of Employment**

- 185 days; 35 hours/week, Monday through Friday – school calendar September through June.
- Scheduled work hours are from 7:30 - 3:00; some after school hours will be expected and required to meet the demands of the school and/or special education department.
- Full benefits package as outlined in Personnel Policy.

*CES is an equal opportunity employer. We welcome candidates from all cultural, ethnic and racial backgrounds. Candidates whose backgrounds are well suited to understanding and addressing the needs of the diverse student populations we serve are encouraged to apply.*