

QUALIFICATIONS:

1. A background of successful Special Education teaching or service delivery
2. School administration or supervisory experience (at least 3 years preferred)
3. A Master's Degree from a National Council for Accreditation of Teacher Evaluation (NCATE) accredited college or university
4. Hold a valid Administrative Certificate that fulfills the State of Illinois certification requirements
5. Strong interpersonal and written communication skills
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

PHYSICAL QUALIFICATIONS:

1. Certificate of good health signed by a licensed physician
2. Able to utilize resources from a variety of computer programs and other work units
3. Able to travel from school district office, buildings, classrooms, and grounds
4. Must be able to communicate verbally and through email
5. Moderate lifting from 15-30 pounds
6. Generally requires 65% sitting, 25% walking, and 10% standing

REPORTS TO:

Director of Special Services

JOB GOAL:

To coordinate, supervise, evaluate and develop Special Education programs and services as assigned.

PERFORMANCE RESPONSIBILITIES:

1. Informs and advises the Director of Special Services about programs, practices and areas for improvement of the District's Special Education programs.
2. Assists the Director of Special Services with recommendations for employment of Special Education certified, non-certified and licensed employees.
3. Supports building administrators in the scheduling of special education students and staff.
4. Monitor IEP compliance including timelines, aligning IEP goals/services to identified areas of educational need, and writing legally defensible IEPs.
5. Collaborates with building principals on disciplinary matters related to students that receive special education services.
6. Holds such meetings, as directed, of teachers, other personnel, lay groups, etc., as necessary for the discussion of matters concerning the management and improvement of the District's Special Education programs and services.
7. Keeps informed of current educational practices in Special Education by attending relevant educational conferences and workshops.
8. Assists the Director of Special Services in the development and implementation of strategies to carry out Board approved Special Education objectives.
9. Participates in due process and Special Education hearings as directed under the auspices of the Illinois State Board of Education.

10. Evaluates certified and classified employees as directed.
11. Coordinates and supervises staff and programming for children eligible for extended school year services.
12. Ongoing classroom observations to assist staff in providing best practice techniques for children with special needs and other staff development needs.
13. Develops and presents training sessions as directed.
14. Fulfill the role of LEA Representative at IEP meetings
15. Coordinates preschool screenings and the transition of students from Early Intervention to school-based services.
16. Performs and/or assumes such other duties and responsibilities as assigned by the Director of Special Services

TERM OF EMPLOYMENT: Ten month work year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

This job description is intended to describe the general nature and level of the work being performed by employees being assigned to this position and is not an exhaustive list of all duties and responsibilities. The school district reserves a right to amend and change the responsibilities to meet business and organization needs as necessary.

Homer Community Consolidated School District 33c advised the public, employees, and job applicants that it does not discriminate on the basis of any non-merit factor in admission to, treatment of, or employment in its programs and activities. Equal Opportunity Employer.

February 2023