

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Special Education Coordinator Position Description

LOCATION: Central Office

JOB CATEGORY: Professional

PAY GRADE: Grade 1-5

FSLA: Exempt

IMMEDIATE SUPERVISOR: Assistant Superintendent for Instruction

GENERAL DEFINITION AND CONDITIONS OF WORK

Facilitates full implementation of the K-12 curriculum (as assigned) and Virginia Standards of Learning. Provides teaching and/or training to support teachers at all levels with implementing best instructional practices related to special education.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Responsible for coordinating and supervising K-12 special education programs and related curriculum areas (as assigned) in consultation with the Assistant Superintendent for Instruction, Special Services, and building administrator(s).
- Support K-12 teachers to integrate special education students into the general education curriculum.
- Establish a *Special Ed Academy* for new special education teachers that provides on-going support for designing specially designed instruction.
- Plan and lead professional development on various special education topics to include the effective use of collaborative instruction (co-teaching) in the inclusive classroom.
- Acquire and disseminate information regarding effective evidence-based instructional interventions and current pedagogy with regard to special education.
- Participate in school and community functions that aid in promoting and explaining special education programs.
- Analyze and prepare reports on student academic achievement data; provide updates on the effectiveness of special education programs.
- Serve as a member of the Instructional Resource Team and liaison to Special Services.
- Assist in the development and implementation of the division's curricular and

instructional goals.

- Communicate on a regular basis, both verbally and in writing, with teachers and administrators answering questions, providing information, and delivering requested presentations.
- Perform related duties as assigned by Assistant Superintendent for Instruction in accordance with the school/system policies and practices

KNOWLEDGE, SKILLS AND ABILITIES

Must possess demonstrated leadership qualities and personal characteristics necessary for working effectively with students, parents, staff members, administrators, and community members

EDUCATION AND EXPERIENCE

Candidate must have an active Virginia Post-Graduate Professional Teaching license. Must have special education endorsement. 5 years of successful teaching experience in special education. Must possess excellent interpersonal communication skills. Excellent organizational skills are required. Must be able to function in a team environment.

SPECIAL REQUIREMENTS

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in school settings to include: offices, computer labs, and classrooms. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds. Other physical activities may be required. Frequent operation of a vehicle, office equipment, and computers is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. The ability to work effectively and regularly with a computer (keyboard, monitor) is mandatory. Daily personal and close contact with students to provide classroom management and learning environment support is required. Regular contact with staff members and parents is required. Frequent contact with vendors and parents by phone and in person is necessary. Occasional contact with technology or medical professionals may be required.

EVALUATION

The Assistant Superintendent of Instruction will evaluate

performance on the ability and effectiveness in carrying out the above responsibilities.