



Position: Special Education Coordinator

JOB SUMMARY: Under the direction of the Executive Director and Director of Education, the Special Education Coordinator develops and provides specialized instruction to meet the unique needs of students with disabilities; Evaluates and assesses student progress against instructional objectives; follows State mandated due process procedures and functions as CSEP/IEP Manager to assigned students.

Job Responsibilities: Include but may not be limited to the following:

- Develops and implements annual Choice Scholarship Education Plan (CSEP) for students to include: present levels of educational performance, special education needs, instructional goals and objectives, and the special education and related services required to meet those goals.
- Work with local school corporations regarding students who come to TROY School with IEPs
- Provides research-based specialized instruction to address the instructional goals and objectives contained within each student's CSEP or IEP.
- Assesses and documents student progress and determines the need for additional reinforcement or adjustments to instructional techniques.
- Employs various teaching techniques, methods and principles of learning to enable students to meet their CSEP or IEP goals.
- Works cooperatively with TROY School instructors and staff in developing instructional goals and strategies.
- Coordinates the delivery of special education services in each student's CSEP or IEP.
- Serves as primary contact for the parent/guardian of students with CSEP or IEP and schedules annual conferences with CSEP student families.
- Complies with TROY School policies and all state/federal rules and regulations.
- Completes all school and state reporting requirements.
- Provides continual communication with CSEP and IEP families throughout the school year.
- Work closely with Behavior Team to ensure students with CSEPs and IEPs are provided equal experiences with regards to rewards and consequences
- Attend special education meetings as required and needed.
- Be present at TROY School staff meetings and provide updates to staff regarding students as needed.

Other functions of the job include but are not limited to the following:

- Establishes and maintains student control and discipline in the classroom, school premises or during school activities.
- Employs and implements a classroom structure and consistency to encourage student responsibility, cooperation and mutual respect consistent with district policies and procedures.
- Collaborates and consults with educational professionals and community service providers (i.e., social services, public health, medical providers etc.) regarding the needs of students.

- Provides consultation to classroom teachers regarding classroom adaptations, instructional modifications, adaptive equipment, behavior modification plans and other similar instructional interventions to meet the needs of students with disabilities.
- Performs other comparable duties of a like or similar nature apparent or as assigned.

Knowledge Skills and Ability Required:

- B.A/B.S degree in Special Education or other related specialty area.
- Thorough knowledge of the principles, practices and procedures of special education
- Thorough knowledge of the principles and methodology of effective teaching of students with disabilities.
- Ability to deliver and articulate oral presentations and written reports.
- Ability to effectively analyze needs and problems objectively.
- Ability to establish and maintain effective working relationships with children, students, parents, staff, administration and the general public.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and skills in working with children with ADD and behavior and emotional disabilities.
- Must have the proven ability to report to work on a regular and punctual basis.

Physical Requirements

- Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, and must occasionally lift, move and/or support up to 50 pounds (and/or up to adult size body weight with two-to-three person lift).
- Position can require some degree of physical interaction with students who have difficulty controlling physical behavior.