



## Columbia County School District Job Description

<b>Position Title:</b> Special Education Specialist		
<b>Department:</b> Special Services	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Director of Special Services in accordance with policy GBI – Evaluation of Personnel	
<b>Pay Grade:</b> Administrative Salary Schedule based on certificate level and acceptable years of experience, Grade Q	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 195 days per year, 8 hours per day		
<b>Reports to:</b> Director of Special Services and the Building Principal		

<b>MINIMUM QUALIFICATIONS</b>
<p><b>Education:</b> Master of Education in Special Education; Certification in two or more areas of exceptionality; L-5 Georgia certificate in Educational Leadership (preferred).</p> <p><b>Essential Knowledge/Skills:</b> Extensive knowledge of federal, state and local regulations governing special education, judicial decisions relative to special education and students with disabilities. Extensive knowledge of various interventions in working with students with disabilities in the school setting. Must have an understanding of statewide assessments and the ability to discuss student’s progress as it relates to assessments. Must be able to analyze progress monitoring data to assist teachers with interventions and monitoring a student’s progress in the general education as well as special education settings. Must possess personal characteristics and professional conduct to successfully interact with teachers, administrators and the public. Should be detailed oriented in order to ensure compliance with state rules and regulations regarding IEP/Eligibility dates, appropriateness and implementation. Should have an understanding of Assistive Technology, Functional Behavioral Assessments, Behavior Intervention Plans and Transition plans.</p> <p><b>Experience:</b> Minimum five years successful teaching experience in the areas of Interrelated, Emotional/Behavior Disorders, Intellectual Disabilities, Autism, and/or Specific Learning Disabilities.</p>
<b>GOAL</b>
<p>Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.</p>
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Collaborate and support school staff with implementing strategies in academic interventions and behavior management (i.e., classroom management programs, individual behavioral intervention plans, conduct a functional behavioral assessment, de-escalation strategies, organization of the environment for student success)</li> <li>• Work with staff modeling lessons and providing data-driven guidance on how to meet the needs of students in any setting</li> <li>• Collect and review data on growth of special education students and programs within assigned school</li> <li>• Work with school personnel to interpret and implement GADOE rules and regulations regarding students with disabilities</li> <li>• Work with building administrators in scheduling SWDs according to students’ IEPs</li> <li>• Write eligibility reports and act as the LEA representative at IEP and eligibility meeting; demonstrating the ability to appropriately recommend and utilize resources</li> <li>• Analyze formative data across teachers and grades to identify needs that will promote progress for SWDs</li> <li>• Coordinate annual IEP and triennial reviews of eligibilities to ensure compliance with IDEA 2004</li> <li>• Assist with parent complaints/conferences regarding SWDs at the school level</li> </ul>

- Assist building administrators with disciplinary issues regarding SWD's
- Attend disciplinary hearings and conduct manifestation meetings for SWDs
- Provide training to staff on special education issues including due process, eligibility, and specific areas of disability categories
- Assist teachers with progress monitoring and graphing data
- Supervise FTE and other district compliance verification processes
- Support the implementation of district initiatives
- Ensure due process procedures are followed at the school level
- Assist teachers in writing legally defensible IEPs
- Mentor new special education teachers
- Complete observations of students in the classroom
- Collaborate with other district staff to identify and provide professional development or other services as required to improve programming in the assigned schools. Act as a resource for problem solving for teachers/administrators who work with students with disabilities
- Assume other responsibilities as assigned by the Director of Special Services and the Building Principal

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

##### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** February 20, 2018