



JOB DESCRIPTION

Title: Education Specialist
FLSA Status: Exempt
Reports to: Special Education Coordinator
Supervises: Special Education Paraprofessional

POSITION SUMMARY:

Under general direction, the Education Specialist plans and provides for appropriate learning experiences for students with disabilities in a variety of educational settings. The Education Specialist is responsible for creating a flexible program and learning environment that provides specialized instruction for students with disabilities, such that the students benefit from the general education curriculum to the greatest extent possible when supported with supplemental aids, accommodations, and other needed supports. The Education Specialist provides instructional direct services within the general education classroom, supervises instructional services by para-educators, and provides indirect services to the general education teacher.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to the following:

- Advocates for students with disabilities and/or special needs.
- Ensures all appropriate staff understand the importance of inclusion in campus activities for students with disabilities and/or special needs.
- Evaluates and provides recommendations and/or guidance to improve curriculum planning, lessons, and teaching methods.
- Helps coordinate and communicate expectations and progress among students' parents/guardians, counselors, and Teachers.
- Participates in the development and annual/triennial review of Individualized Education Plans (IEP).
- Assists general education Teachers and Special Education Paraprofessionals through individual consultation and/or staff development sessions with the understanding of the needs of exceptional students and with strategies and approaches engaging with concerns in learning, behavior, or adjustment.
- Serves as an integral member of the Special Education Team by interacting in a professional manner with other team members, taking on duties that support the team effort, and project a positive and cohesive image of the team within the school and outside the community.
- Serves as a role model for students and staff by dressing and grooming professionally; demonstrates the importance and relevance of learning; accepts responsibility; demonstrates pride in the honorable profession of special education teaching.
- Participates in the development and annual review of IEPs of all caseload students, including the formulation of present levels of performance, long and short-term goals, offers of FAPE, services and supplemental aids, and appropriate follow-ups.



- Monitors the implementation of the IEP by providing progress information regarding goals and objectives; communicates closely with appropriate Teachers and consultants about the progress of caseload students.
- Effectively uses the Special Education Information System (SEIS) online program to input, update, download, and modify data as needed to maintain the most current information regarding the IEP progress for each caseload student.
- Prepares, schedules, and facilitates the IEP meeting by coordinating the meeting agenda, completing all required forms, and providing needed follow-up to conform to IEP meeting protocol and state/federal requirements.
- Provides an instructional program closely related to and coordinated with the regular program so that all students meet and exceed standards outlined in the student's IEP, modifying methods and materials as needed.
- Provides instructional services within the general education classroom by working directly with students (delivering instruction) or indirectly with students (collecting observations data, supervising paraeducators, consultants, and/or collaborating with the classroom Teacher).
- Provides direct and indirect instruction in the Resource Room and/or general education classroom using individual or small group instruction to support or replace (but coordinated with) the instruction within the regular classroom.
- Maintains daily progress records of assigned students and summarizes progress records of the student caseload on a weekly basis in achieving the objectives of the IEP and assists with the evaluation and assessment of these students.
- Assists special education staff and/or other appropriate in preparing referrals prior to testing; monitors vision and hearing screening, collects pertinent background information, copies attendance records and states test results; interviews the student/parent; collects Teacher information; gathers progress reports and past assessment results.
- Adheres to timelines in regard to assessment, IEP meeting notices, and follow-ups for initial, annual triennial reviews for assigned students.
- Communicates regularly with the parents of assigned and caseload students to nurture a supportive and cooperative relationship between home and school.
- Establishes the schedule, role, responsibilities, and expectations for the Special Education Paraprofessionals to assist the Teachers; supervises and evaluates accordingly; communicates with Special Education Paraprofessionals regularly.
- Completes in a timely fashion all records, timelines, and reports as required by law and regulation or requested by the Special Education Department, Escuela Popular, and the SELPA.
- Maintains positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- Protects the confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.
- Immediately notifies appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
- Continues to grow professionally through collaboration with colleagues and professional growth experiences.



- Performs any duties that are within the scope of employment and certifications, as assigned by the supervisor.
- Participates and attends in-services, staff meetings, and professional development opportunities.

Other:

- Performs other duties as assigned.
- Participates in mandatory all-staff meetings

REQUIRED EDUCATION, EXPERIENCE, AND TRAINING

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's Degree in Special Education and or teaching or a related field. (Required)
- Valid Special Education in Mild to Moderate credential from CTC. (Required)
- Minimum of one (1) year of experience teaching special education. (Highly Preferred)
- Bilingual in English and Spanish. (Highly Preferred)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Computers, computer commands, peripherals, and various operating systems.
- Variety of computer software programs, including Microsoft Word, Excel, PowerPoint, Publisher, Google suite, and databases.
- Basic mathematical calculations.
- Methods of collecting and organizing materials, data, and information.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.
- Read a variety of manuals, write documents following prescribed formats, and present information to others.
- Office practices and procedures that involve the operation of standard office equipment such as a computer, copier, fax, associated equipment, etc.
- Applicable laws, rules, and regulations.
- Research methods.
- Data analysis, data quality, data cleaning, data extraction, and data validation tools.
- Data management and assessment policies and procedures.
- Report writing and statistical record-keeping techniques.
- Policies and objectives of assigned programs and activities.
- Modern office practices, procedures, and equipment.
- Data control procedures and data entry operations.
- Inventory practices and procedures.
- State and Federal laws regarding the identification and placement process, including alternative assessments and alternative services.



- School organization, operations, objectives, and procedures for identification and services for students with IEP's.
- Rights and due process of students with IEPs.
- Principles and application of theory into practice for effective instruction and positive behavioral supports that are beneficial for implementation with all students with disabilities
- Curriculum and instructional techniques.
- Human behavior, development, and skill performance.
- Individual differences in ability, personality, and interests.
- Styles of learning and motivation.
- Assessment and treatment of a behavioral and affective disorder.
- School policies and effective instructional practices.
- Current and relevant technology such as student information systems, sharing platforms, email, etc.

Ability to:

- Use independent judgment in the exercise of daily responsibilities.
- Work with a high degree of accuracy.
- Troubleshoot hardware and software problems.
- Exercise independent judgment in correcting data errors or omissions.
- Work extended or irregular hours and willing and able to work both AM & PM shifts as needed.
- Handle multiple tasks and priorities.
- Work effectively under deadlines and pressure.
- Adjust quickly and well with changes.
- Execute and manage projects requiring significant attention to detail.
- Be a team player, leader, and open-minded.
- Maintain detailed and accurate records.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work and build strong working relationships.
- Learn, interpret, apply, and explain laws, rules, regulations, policies, and procedures.
- Prepare and maintain a variety of manual and automated records, reports, and files.
- Work independently with little direction.
- Communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Maintain a firm but a courteous attitude toward individuals.
- Communicate effectively with school personnel, parents, and students while complying with the confidentiality requirements in local, state, and federal policies and status.
- Act with integrity, professionalism, models school standards of ethics, and maintain strict confidentiality.
- Work in an atmosphere where interruptions occur frequently and priorities are often modified.
- Understand and follow specific instructions and procedures.
- Provide adequate supervision of staff according to professional regulations and procedures.
- Work confidentially with discretion.



- Effectively work as a member of the special education team.
- Provide positive behavioral support to students in a group and in an individual setting.
- Understand federal, state, and local mandates governing the determination and delivery of special education services
- Complete observations and progress reports pertaining to the learning behaviors of students.
- Analyze and interpret student assessment reports and translate information into actions/goals to develop/update student's IEPs.

Each of these essential tasks must be performed individually and unassisted by other persons, since this position requires the ability to work alone.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties. Potential hazards include contact with dissatisfied or abusive individuals.

WORK ENVIRONMENT

Employees work indoors in a computerized office environment, in direct contact with other school personnel and the public as a member of a team or alone while working.

Right to Revise:

This job description is not meant to be all-inclusive and the school reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.