

Special Education Advisor

Reports to: Personnel Committee, TPP and Board of Directors

Supervised by: Indirect supervision Personnel Committee

Classification: Certified

Terms of Employment: 1.0 FTE

Evaluation: Performance in this position will be evaluated annually by the personnel team in accordance with board policy.

Compensation: Reviewed and established annually by the Personnel Team and Board of Directors. Salary is based on years of experience, licensure and other qualifications (tiers and lanes). Competitive benefits package included through EdVisions Coop.

Summary:

Instruct students with disabilities in basic academic and social skills. Design and implement a program to help students with disabilities to get credits and successfully complete their schooling and prepare for life outside of school. Complete paperwork, arrange and participate in meetings as required by Federal Law. Participate in the Child Study Team to design interventions, assess, and place students in appropriate programs/ Perform duties as part of site based management teams in the school.

Essential Duties and Responsibilities:

- Plan IEP meetings, send out meeting notices to all team members, Facilitate IEP meetings, organize input from meeting, write IEP's, provide copies to required parties.
- Conduct student assessment for initial and three year Special Education placement (observation, achievement testing and transition assessments, write up results, work with school psychologist to complete the report).
- Design and implement a referral process to identifying students for Special Education. (Coordinate Child Study team, review interventions, complete paperwork for permission to assess, work with concerned parents.
- Consult with staff about student progress and alternative learning and evaluation methods for students who need them (meet with advisors of special Ed students regularly to discuss progress, make recommendations, change students' schedules if needed).
- Plan and carry out a program within the school to help all Special Education students attain basic skill levels and earn credits toward graduation.
- Keep in regular contact with parents about meetings, progress and concern.
- Design activities and strategies which will promote individual students' academic, transitional and behavioral goals.
- Report progress on goals and objectives three times a year.
- Design, implement, and individualize alternative academic curricula for students.

- Design and implement communication and social skills curriculum based in the needs of individual students
- Help Special Education students, as needed, throughout the project process from proposal to presentation.
- Direct paraprofessionals to assist students through project support, behavioral monitoring and checking student progress
- Facilitating special education meetings with paraprofessionals to support positive educational and behavioral practices
- Informing regular education staff about the state and federal regulations used in special education, and promoting “least restrictive environment” alternatives whenever possible
- Follow established procedures for school purchases
- Assist with giving tours of JGESA and communicating the mission and vision to guests, and the dissemination of the JGESA model, and marketing the school
- Develop and carry out yearly professional development plan
- Follow direction of EdVisions and the Board of Directors
- Chaperone events and field trips, and supervise outside activities, and other as needed

JGESA Duties and Responsibilities

- Design activities for all students which promotes student’s academic, transitional and behavioral goals
- Assist with giving tours of JGESA and communicating the mission and vision to guests, and the dissemination of the JGESA model, and marketing the school
- Develop and carry out yearly professional development plan
- Follow direction of EdVisions Coop and the Board of Directors
- Chaperone events and field trips, and supervise outside PE and outdoor/indoor recreation, as needed.
- Serve on at 2-3 site based management teams.
- Attend all presentations nights, senior presentation nights, and graduation unless pre-approved by staff
- Refer to letter of employment for work schedule
- Complete and follow yearly Professional Development Plan
- Participate in Staff Evaluation Process and Self Evaluation Process
- Follow established procedures for school purchases
- Coordinate Summer Hours (time between Staff Retreat and Staff Work Days in August) with rest of staff.
- Attend staff meetings, scheduled staff training and retreats
- Request personal days with personnel team

Supervisory Responsibilities:

Indirect supervision, essentially reports to Special Education Director of the school district

Qualification and requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates, Licenses, Registrations:

Valid Minnesota Teaching License in Special Education

Communication Skills:

- Ability to read, analyzes, and interprets general periodicals, professional journals, technical procedures, or government regulations.
- Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff, and general public.

Mathematical skills:

- Ability to apply concepts such as basic arithmetic calculations, fractions, percentages, ratios and proportions to practical situations that are directly related to the duties of this position.
- Ability to gather and graph data related to student progress.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule formats.

Other Skills and Abilities:

- Demonstrates patience, respect, and understanding for students.
- Demonstrates a sense of professional responsibility.
- Excellent oral and written communication skills.
- Ability to perform duties in full compliance with special education district requirements and school board policy.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job the employee may occasionally push or lift up to 50 pounds such as boxes of books, desks, chairs and etc. The employee may be required to complete crisis intervention training for the physical restraint of students. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending on the activities of the day. Duties are performed indoors and occasionally outdoors. Duties may also include working with students in public settings.

The information contained in this job description is for compliance with American with Disabilities Act (A. D. A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may also be assigned.

*This position description is subject to change.