

WELLINGTON EXEMPTED VILLAGE SCHOOLS

VACANCY ANNOUNCEMENT

The following position is available for appointment. Applications for hire will be accepted until filled. . Eligible persons possessing the required qualifications and wishing to be considered for the job should apply in writing, include a statement of qualifications with your application and send it to Edward Weber, Superintendent, 305 Union Street, Wellington, Ohio 44090 or email to eweber@wellingtonvillageschools.org.

JOB TITLE: SPECIAL EDUCATION COORDINATOR

ASSIGNMENT: WELLINGTON EXEMPTED VILLAGE SCHOOL DISTRICT

QUALIFICATIONS:

1. Master's Degree, preferably in Educational Leadership from an accredited College or University and a valid administration license.
2. Evidence of 3-5 years experience as intervention specialist, therapist, or school psychologist with successful and in depth experience in Special Education.
3. Strong written and oral communication as well as organizational, interpersonal and leadership skills.
4. Pass state mandated criminal and health checks.
5. Ability to maintain confidentiality and comply with state/federal requirements.

Please include the following with the application:

- Cover Letter
- Resume
- Reference List
- Copy of any credentials if applicable

DUTIES: Per Job Description

TERMS: Multi-Year Contract with a start date TBD

WAGES: Salary negotiable (anticipated salary range of \$55,000 - \$75,000)

(December 2, 2022)

It is the policy of this District that no candidate for a position in this District shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non-disqualifying disability, height, or other protected categories. Any person who knowingly makes a false statement is guilty of falsification under section 2921.13 of the Revised Code, which is a misdemeanor of the first degree.

WELLINGTON EXEMPTED VILLAGE SCHOOLS

JOB DESCRIPTION

Approved - 11/15/2022

JOB TITLE: **SPECIAL EDUCATION COORDINATOR**

QUALIFICATIONS:

- Master's Degree, preferably in Educational Leadership from an accredited College or University
- Valid administration license appropriate for job function.
- Evidence of 3 to 5 years of experience as an intervention specialist, therapist or school psychologist
- Successful and in depth experience in Special Education
- Strong written and verbal communication skills
- Strong organizational and interpersonal skills
- Excellent leadership skills
- Pass state mandated criminal and health checks
- Ability to maintain confidentiality
- Comply with School Board policies and all state and federal requirements

REPORTS TO: Director of Student Services

JOB GOAL: To Provide assistance in carrying out the state and federal requirements for Special Education; act as special education official for parent and legal concerns and to assist in the implementation of programs, trainings, and structures that support students with special needs.

PERFORMANCE RESPONSIBILITIES:

- Supports and provides professional development to all staff related to supporting students with special needs.
- Supports learning and instruction as it relates to compliance, instruction, and social emotional aspects of students with special needs.
- Assist with the development and implementation of programs and plans to ensure the safety of students.
- Assist the Student Services Director with direction to teachers, psychologists, and special education staff for the implementation of federal law and Ohio rules for educating handicapped pupils.
- Participate in classroom requests for consultation regarding academic and/or behavioral interventions.
- Assist with the coordination of PT, OT, school psychological services, speech and hearing services, preschool services for handicapped 3-5 year old pupils and other contract services for disabled children.

- Assist with coordination, planning, and development of testing (ETR), and writing of plans (Service Plans and/or IEPs) for students on scholarship as well as those outplaced to other service providers.
- Model, teach, and train school staff in effective instructional and behavioral strategies for students with disabilities.
- Provide ongoing monitoring of the implementation of IEPs, transition plans, and/or assistive technology through observation and review of the program data.
- Support the development of procedures to maintain complete cumulative individual records of all children enrolled in special programming.
- Assist with the coordination of the placement and programming of handicapped students in alternative placements including schools outside of the district.
- Attend meetings as the District Representative (i.e., Section 504, initial evaluations, initial IEP, three-year re-evaluations, yearly IEP meetings, service plans, plan amendments).
- Assist in developing district wide policies concerning the special education programs and personnel services for students with special needs.
- Recommend the approval of supplies, materials, and textbooks used by our special education programs.
- Interpret and assist in planning with the district goals and programs of special education.
- Support all personnel on rules and regulations regarding all programs that relate to special education services.
- Represent the district at local, state and regional activities and committees upon the request of the Student Services Director.
- Maintain respect at all times for confidential information (e.g., student IEP's, testing information, student and staff information).
- Interact in a positive manner with staff, students, and parents.
- Promote good public relations.
- Attend meetings and in-services as required at the district, county, state and federal level.
- Support the development of processes and procedures to ensure the accurate reporting of special education data as it impacts on the state EMIS systems.
- Will express concern for and sensitivity to the needs of all staff and students regardless of their race, national origin, sex or disability.
- Participate in and attend district and school leadership meetings.
- Report regularly to Board of Education meetings.
- Performs additional duties as assigned.

TERMS OF EMPLOYMENT:

224 day contract

Salary negotiable (anticipated salary range of \$55,000 - \$75,000)

EVALUATION:

Annually, by the Director of Student Services