

## Job Description

**Title:** Special Education Program Facilitator

**Reports to:** Director of Special Education

**General Summary:** The Special Education Program Facilitator is responsible for assisting with the implementation of district special education programs and procedures at the building level, including observance of department procedures to assure compliance with state and federal regulations. In addition, comprehensive knowledge about programs for students with disabilities, the Special Education Program Facilitator may have an identified area of specialized expertise, i.e., behavior disorders, mental retardation, autism, etc., and will work with students, parents, staff members and other District leaders to provide program leadership in the identified area of specialization.

### Essential Functions:

1. Acts as a liaison between the District Special Education office and the special education teachers and building principals.
2. Assists special education teachers and works with building and department administrators to facilitate appropriate IEP development and placement decisions.
3. Supports special education teachers in designing appropriate special education programs for students; including assistance with data collection, review of records, diagnostic procedures, program modifications, designing and implementing behavior management programs, and identifying and tracking assessment accommodations for district/state assessments as identified in students' IEPs, etc.
4. Assists in the selection of and coordinates program requests for instructional materials and equipment.
5. Assists with implementation and tracking of assessment accommodations for district/state assessments as identified in students' IEPs.
6. Assists teachers new to the program to become familiar with program components and district practices and procedures, including issues of compliance.
7. Assists in planning and presenting program staff development, parent meetings, and other meetings as necessary.
8. Participates in department efforts to develop and implement an articulated curriculum that is aligned with the general education curriculum for students with disabilities of diverse ability levels.
9. Assists with other management tasks as requested or assigned, including procedural and compliance training, etc.
10. Participates in and assumes responsibility for own professional growth and development/refinement of leadership skills.

**Contract:**

- Additional days at the days at the employee’s per diem rate may be required. The number of days will be determined annually.
- The Program Facilitator will work with his/her supervisor to establish an agreed upon schedule for working the additional days; the schedule will include days before the start of each school year, as well as after the end of the regular school year and during summer school. Other non-teacher contract dates may be approved and scheduled.

**Qualifications:**

1. Education Level: Minimum: Bachelor’s Degree  
Preferred: Master’s Degree
2. Certification or Licensure: Minimum: Valid Nebraska Department of Education teaching certificate with Special Education endorsement  
Preferred: Valid Nebraska Department of Education teaching certificate with Special Education endorsement in required area of specialization.
3. Experience desired: Minimum: Three years teaching experience in special education  
Preferred: Five years teaching experience in special education, at least two years of which are in the required area of specialization
4. Other requirements: Evidence of leadership experience and professional development

**Special Requirements:**

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing .....		X	
2. Walking .....		X	
3. Sitting .....		X	
4. Lifting <u>10</u> lb max. ....	X		
5. Carrying <u>30</u> feet .....	X		
6. Pushing / Pulling .....		X	
7. Climbing / Balancing .....		X	
8. Stooping / Kneeling / Crouching / Crawling .....		X	
9. Reaching / Handling .....		X	
10. Speaking / Hearing .....			X
11. Seeing / depth perception / color .....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Millard Public Schools