



Job Title: Exceptional Students Coordinator

Department: PS-8

Reports To: Director of Curriculum and Instruction

Supervise: Intervention Staff and various specialists

FLSA Status: Exempt

Purpose

The Exceptional Students Coordinator is responsible for the oversight and coordination of extension and intervention services to support students in learning attitudes, skills, and subject matter that will contribute to their development. The Exceptional Students Coordinator is responsible for the design of support plans in addition to the coordination of staff for the push-in and pull-out support of students in need of intervention or extensions and supporting teachers in planning instruction and/or adaptation of the instructional program using the MTSS model. These roles will include direct support of students as well as coaching staff to implement Individual Accommodation Plans, Intervention Plans, Advanced Learning Plans and 504 plans.

Qualifications

Bachelor's degree in Education or related field. Minimum 3 years direct work experience in a classroom, current Colorado Department of Education Teachers License; ACSI certification, or the ability to acquire within 1 year of employment.

Preferred Qualifications

Master's degree in Special Education or related field; endorsement in Gifted Education. Direct work experience in a special education or MTSS department; supervisory experience.

Essential Job Functions

Spiritual Leadership

- Use your position to support the mission of providing a Christ-centered education, preparing God's children and young adults for works of service, for the glory of God alone.
- Model Christian leadership, living out Southeast's Statement of Faith and Biblical Code of Conduct
- Ensure that the classroom/work environment is Christian-based, nurturing, wholesome, and loving.
- Biblical integration at all levels of learning, discipline and professional work.

Job Duties

- Use data to help teachers and interventionists identify and group students who need additional support or opportunities for extension work.
- Support the school counselor in assisting teachers in universal instruction targeted at enhancing their acquisition of social/emotional skills.
- Assist interventionists and teachers in developing and implementing classroom based Tier 2 practices to enhance student growth.

- Support teachers in gathering progress monitoring data as needed for the referral process for special education or gifted and talented evaluations.
- Facilitate the process for developing student intervention plans in collaboration with appropriate administration staff, parents and instructional staff for both preschool and K-8 students.
- Facilitate the use of research-based instructional and behavioral support tools by the intervention team, to encourage continued growth and progress for students receiving tiered support.
- Design collaborative systems to support the MTSS process
- Support interventionists in tracking data for identified students in Tier 2/Tier 3 levels of support
- Define Tier2/Tier3 strategies in order to effectively meet students' needs.
- Ensure accurate, complete, and correct records for MTSS students are kept and serve as liaison to facilitate/initiate, if needed, the students who are referred for testing through Douglas County or other outside professional entity.
- In collaboration with the administrative team, design and implement staff professional development in the areas of MTSS process, as well as literacy, math and behavioral Instructional practices.
- Work directly with students identified as Tier 2/Tier 3 either as a push-in or pull-out support according to need.

Administrative Leadership

- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher conferences as needed.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Other duties as assigned which may include things like; lunch, recess and class coverage.

Physical Demands

Work is performed in an office environment and requires the ability to sit for periods of time, operate standard office equipment and keyboards. Must have the ability to lift and carry small/medium size packages and other items, to walk short distances, and drive a vehicle to deliver and pickup materials.

The employee is occasionally in outdoor weather conditions.

The employee may encounter difficult student/family situations that can be stressful.

Job descriptions are not meant to be all inclusive and may evolve and change. The school reserves the right to modify and/or change job duties with written notice to staff.

This job description does not constitute an employment contract, and all employment with the School is At-Will.