# Special Education Coordinator & Special Education Teacher

**Responsibilities:**

* Provide direct and indirect instruction;
* Long and short-term planning addressing individual needs of students;
* Evaluate students’ progress;
* Teach a multi-model approach;
* Provide an inviting, exciting, innovative, learning environment;
* Establish and maintain classroom management procedures;
* Prepare written reports accurately and submit in a timely manner;
* Effectively communicate with teachers, parents, and administrators to facilitate the IEP process;
* Effective consultation with parents, students, teachers, and administration;
* Effective professional liaison between school and home when necessary;
* Serve as advisors to students;
* Remain current on rules set forth in special education law and regulations (Coordinator position only);
* Maintain privacy of student records and information (Coordinator position only);
* Serve as primary liaison with CSE of students’ district of residence (Coordinator position only).

**Qualifications:**

* Appropriate state certification as a special education teacher and any other credentialing required and applicable;
* Demonstrated ability to communicate and work effectively with parents;
* Demonstrated ability to adapt to individuals specific needs;
* Demonstrated ability to adapt to differences and changes in characteristics of students, programs, leadership, staff, and community;
* Demonstrated ability to utilize varied teaching methodologies to accommodate students’ unique learning styles;
* Demonstrated ability to evaluate tests and measures of achievement;
* Demonstrated ability to work effectively as a team member;
* Demonstrated administrative or organizational ability (Coordinator position only).