

# **NORTHERN CHEYENNE TRIBAL SCHOOL JOB ADVERTISEMENT**

**POSITION:** Special Education Coordinator

**SALARY:** DOE

**DEPARTMENT:** NCTS

**ACCOUNTABLE TO:** Principal

**OPENING DATE:** February 28, 2018 **CLOSING DATE:** OPEN UNTIL FILLED

## **DEFINITION**

Under general supervision of the principal, teaches exceptional students and assists in other school programs as assigned, and creates a flexible program and environment favorable to learning and personal growth in accordance with each student's ability.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Extensive background knowledge with an IEP
- Demonstrate strong skills in partnering with families.
- Demonstrate excellent oral and written communication skills and the ability to communicate
- Effectively with a diverse group of colleagues, parents, families, and community members.
- Be committed to meeting the needs of a diverse student population.
- Have a track record of being a team player and community minded.
- Be committed to their own learning.
- Have excellent time-management skills, attention to detail, and ability to work independently.
- Develop a strategic plan for the school year
- Adhere to a high level of professional and ethical standards.

## **RESPONSIBILITIES INCLUDE**

- Overseeing/ managing a caseload of special education students and the implementation of their IEP/504 plans in: inclusive, self-contained and pull-out settings.
- Ensuring appropriate delivery of both special education instruction and related services as stipulated on IEPs/504 plans.

- Ensuring compliance by the school with all local and Federal laws and regulation relating to students with IEPs/504 plans and students referred to special education.
- Ensuring that services provided by contractual personnel are of high quality, provided in the LRE, and are aligned with students 'IEPs/504 plans, and re-evaluations as well as parental rights granted by IDEA.
- Facilitates IEP meetings using a strengths based and family centered approach  
Coordinating with student's special education team to ensure all documents are completed in a timely manner (according to policies and procedures) prior to meeting.  
Connect with special education team to ensure all team members (including parents) are prepared for the content of the meeting.
- Complete all NASIS input and documentation correctly.
- Coordinating with special education team to complete quarterly IEP progress reports and provide quarterly IEP progress reports to parents/guardians.
- Maintaining student's files (paper and electronic) according to school policy.
- Providing training and technical assistance to case managers, teachers, related service providers and support service professionals on all aspects of cases management: use of computer systems for the special education process, writing of goal writing, progress reports, annual reviews and parent communication.
- Ensuring IEPs are developmentally appropriate, curriculum/ standards – based, strength based,
- And relevant to individual students.
- Working to maintain school and LEA tracking and data system that includes: student information related to IEPs, services, service hours, evaluations, referrals, time lines in which evaluations were completed and discipline incidents documented
- Supporting the planning of special education initiative and the implementation of initiatives Integrates new developments, research findings and best practices into ongoing programs and new initiatives
- Overseeing special education inventory of equipment/materials
- Identifying and develops appropriate curriculum and school based assessments to support the academic growth of students with IEPs/504 plans.
- Gathering and report data for all reporting requirements concerning students with IEPs/504 plans and other required reports (to the State, Department of Education, census, grant application, annual report, etc.) examples: Child Count and COSF
- Maintaining a high level of knowledge regarding developing special education issues such as changes in federal and local special education policy
- Advocating for special education with school leadership
- Establishing and maintaining communication with parents of students in the program
- Facilitating workshops/ meetings for parents, as well as identifies resources for parents of students with special needs
- Engaging parents and families in their student's learning and acting as an ambassador for the school in the community
- As appropriate connecting with student's outside providers, pediatricians, and therapists to support student's needs in classroom
- Maintaining confidentiality of student records and student information
- Other duties assigned

**How to Apply**: Submit completed NCTS certified application, current resume' and three (3) letters of recommendation (dated within one year) along with official transcripts to Northern Cheyenne Tribal School, Human Resources, Box 150, Busby Mt. 59016 or e-mail Human Resources [ilenespang@nctsk12.com](mailto:ilenespang@nctsk12.com)