

SPECIAL EDUCATION COORDINATOR

The special education coordinator at Grace Lutheran School (GLS) is a full-time position. The person for this position should have a degree or related endorsement in special education. Responsibilities include but are not limited to...

Duties

- Assess students' skills and determine their educational needs
- Review Individualized Education Programs (IEPs/ISPs) for each student
- Plan activities that are specific to each student's abilities
- Provide push-in and pull-out support services
- Implement IEPs/ISPs, assess students' performance, and track their progress
- Update IEPs/ISPs throughout the school year to reflect students' progress and goals
- Discuss students' progress with parents, other teachers, counselors, and administrators

Educational Requirements

- A bachelor's degree with a degree or related endorsement in special education

Preferred

- LBS1 degree
- Experience with multisensory learning, particularly teaching experience with programs like Wilson, UFLI, Heggerty, Foundations, or Slant

Instruction

- Provide Tier 2 and Tier 3 support to students in need.
- Provide resource help for students with ISPs/ISPs or 504 Plans.

Collaboration

- Advocate for students in need.
- Work with teachers to provide ideas for how to support students within the classroom.
- Work with teachers on how to modify assignments or assessments when necessary.
- Work with parents to provide ideas on the best ways to support students outside of school.
- Provide feedback to administration on prospective students who apply to our school with an IEP/ISP.

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Management

- Assess students.
- Analyze data to determine who may need Tier 2 support.
- Collect and provide paperwork necessary for the local school district to schedule assessments of students being considered for an IEP/ISP evaluation.
- Work with the local school district and our school families to schedule initial evaluation, re-evaluation, or transition meetings.
- Attend all initial, re-evaluation, and transition meetings for our students.
- Coordinate MAP testing schedule with teachers
- Provide or arrange supervision for students who need testing accommodations.

Classroom Environment

A GLS teacher must establish a culture of cooperation and respect within the classroom. This includes but is not limited to...

- Creating a positive, supportive space where all students feel welcome and emotionally safe, including
 - Interactions between teacher and students
 - Interactions amongst students
- Being able to monitor and maintain classroom behavior in a positive, constructive manner so that everyone can learn
- Establishing relationships with students that allow you to get to know them beyond their academic performance
- Organizing and managing classroom procedures effectively
- Arranging the physical environment to complement the learning atmosphere

Planning and Preparation

A GLS teacher must be well prepared to deliver the lessons of the day. This includes but is not limited to...

- Demonstrating command of the subject matter
- Selecting instructional goals and differentiating to meet the needs of diverse learners
- Developing a plan and method for evaluating student work in line with instructional goals
- Using student performance data in preparation for instruction

Instruction

GLS instruction should take on various forms based on the lesson being taught. Each lesson should include...

- Clearly communicating the objective and purpose of the lesson
- Communicating clear directions and procedures within the lesson
- Keeping all students involved in the lesson
- Providing a summary of key points of the lesson

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Over various units, instruction should include but not be limited to.

- Using materials outside the textbook to enhance learning
- Using technology to enhance learning
- Monitoring student progress and using formative assessment to adjust instruction
- Using a variety of forms for summative assessments.

Communication

A GLS teacher must display effective verbal and written communication skills with students, parents, colleagues, and administration. These include but are not necessarily limited to...

- Ability to communicate classroom expectations with students
- Weekly written communication with parents
- Phone calls or e-mails to parents when student work or conduct warrants it

Professional Responsibilities

A GLS teacher must take care of the following professional responsibilities...

- Maintain current and accurate student records
- Participate in professional development to keep curriculum and instructional practices current
 - o Attend conferences, read journals, view webinars, etc.
- Collaborate and communicate professionally with parents
- Collaborate and communicate professionally with co-workers
- For full-time teachers, regular attendance at faculty meetings and participation on faculty committees

As an educator in a Christian school, a GLS teacher is also expected to...

- Establish a caring relationship with each student
- Share personal faith with students and colleagues
- Have words and actions that exemplify Christian conduct
- Attend church and school events in support of students