

POSITION: Itinerant Special Education Coordinator (up to 1.0 FTE=187 days)

SALARY: DOE up to \$49, 861

LOCATION: Central Montana Learning Resource Center Cooperative, Lewistown, MT

GENERAL PURPOSE

- The coordinator will assist with the evaluation process of special education.
- Assist with Academic Achievement Testing
- Assist with scheduling meetings
- Assist and organize documentation related to evaluations
- Assist with retrieving signatures for the evaluation process
- Help Schools implement MTSS process

SUPPORT FOR CASE MANAGERS/SPECIAL EDUCATION STAFF/IEP TEAMS

- Provide consultation and support to special education staff to clarify the duties and responsibilities
- Supports teams in identifying supports and services to ensure that all students with special education have an offer of FAPE in the least restrictive environment. Supports teams to identify services for students within the continuum of services.
- Consults with case managers, and building administration regarding preschool to elementary and/or elementary to middle and/or middle to high school student transition services.
- Consults with building administration and the IEP team on the continuation of services during disciplinary actions and/or the creation of appropriate alternatives to suspension and expulsion.

SUPPORTS FOR SYSTEMIC IMPROVEMENT:

- Informs the case managers, administrators, and Director of any compliance issues
- Keeps informed of all legal requirements governing special education and assist the Director regarding staff in-service training activities
-

Perform such other duties as directed by CMLRCC Director and district superintendents.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Need to complete this was on a previous description

1. Bachelor's Degree in Education, Special Education Endorsement
2. Montana Teaching Certificate
3. Prior teaching experience in special education
4. Prior teaching experience in general elementary and secondary school programs
5. Experience with a broad range of disabilities and varying methods of program implementation

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public both in writing and orally.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

TECHNOLOGY SKILLS: The work environment has increasingly become technology driven. Central Montana Learning Resource Center Cooperative expects staff to meet reasonable expectations in the use of computers and other technology.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMAND: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee will occasionally need to work long hours.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles.

PERSONAL CHARACTERISTICS: Employees of the Central Montana Learning Resource Center Cooperative must exhibit acceptable work habits and perform tasks in a professional manner by adhering to the

following guidelines: Maintain proper grooming and dress consistent with the type of task being performed; be regular in attendance and punctual for work; initiate tasks in a self-directed manner and perform work with a minimum of supervision; organize work and manage time to achieve efficiency and high quality of work; perform tasks neatly and accurately in accordance with desired quality and quantity; provide positive feedback to supervisor(s) for implementing ideas which will make the work assigned more effective and efficient; maintain self-control and a friendly, outgoing disposition; and maintain the confidentiality of related work matters as applicable.

DRUG-FREE WORKPLACE: Screening tests for alcohol and illegal drug use may be required before hiring and during your employment at the Central Montana Learning Resource Center Cooperative. Employees of the Central Montana Learning Resource Center Cooperative must submit to a fingerprint criminal background check. Any appointment will be contingent upon the results of the criminal background report received from the Department of Justice, which must be acceptable to the Board, in its sole discretion.

EVALUATION: The performance of this job will be evaluated in accordance with provisions of the CMLRCC Board's Policy on Evaluation of Professional Personnel.