

Job Announcement

Mississippi Schools for the Deaf and the Blind

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Position Type: *District/Certified*

Job Title: *Special Services Coordinator*

Date Posted: *04/11/2024*

Location: *Mississippi Schools for the Deaf & the Blind/Jackson, MS*

Date Available: *8/1/2024*

Closing Date: *Until Filled*

Reports To: *Special Services Director*

PURPOSE:

The Special Services Coordinator will provide supportive services aligned with the Individuals with Disabilities Education Act (IDEA) and Special Education State Board Regulations within the Individualized Education Program (IEP) for students, teachers, and the leadership under the direction of the Special Service Director.

MINIMUM QUALIFICATIONS:

Bachelor's degree; AND hold a valid Mississippi Teaching Credential issued by the State of Mississippi Educational Board; A minimum of three (3) years teaching experience; Must demonstrate proficient knowledge of IDEA law and State Board Regulations involving the provision of services to students with disabilities; Reference and background check are required..

221 Endorsement: Mild/Moderate Disabilities

PREFERRED QUALIFICATIONS:

Experience in special education and/or leadership.

208 Endorsement: Hearing Impairment

218 Endorsement: Visual Impairment

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborates effectively with district staff for the purpose of planning, developing, implementing, maintaining, and evaluating educational services and/or programs
- Supports teachers in using progress monitoring tools that match intervention and support materials
- Provides support to individual classroom teachers by collaboratively analyzing student data with the classroom teachers to determine intervention caseload and the research-based intervention to be used
- Regularly meets with teachers to inform student progress in direct instructional programs
- Participates in professional development opportunities
- Attends IEPs meetings and consults, as required
- Knowledge of special education software (i.e., SpedTrack)
- Provides building level support and feedback
- Completes all reports and other materials as directed by the Special Services Director
- Performs departmental duties related to special education procedural and accountability requirements as assigned
- Assists with performing Special Education IDEA compliance monitoring and reporting within schools.
- Helps oversee the provision of services and IEP writing process within schools.
- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics
- Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; places success of team above own interests; is able to build morale and group commitments to goals and objectives; supports everyone's effort to succeed
- Communicates well with others
- Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Displays willingness to make decisions; exhibits sound and accurate judgement; supports and explain reasoning for decisions; includes appropriate people in decision making process; makes timely decisions

- Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; is able to deal with frequent change, delays, or unexpected events
- Follows instructions; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Maintains a high level of ethical behavior and confidentiality when dealing with student, staff, and/or parent information.
- Performs other duties as assigned by the Special Services Director.
- Adheres to the Mississippi Educator Code of Ethics

PLEASE SUBMIT YOUR RESUME AND THREE REFERENCES TO JACOB BOWMAN AT HR@MSDBK12.ORG TO APPLY, OR VISIT WWW.MSDBK12.ORG FOR MORE INFORMATION.