



Revised: 2/21

JOB DESCRIPTION

POSITION TITLE: Special Education Instructional/Data Specialist (Elementary)
DEPARTMENT: Special Education
WORK DAYS: 195
REPORTS TO: Director of Special Education

REQUIREMENTS:

<ul style="list-style-type: none"> ● Education: Master’s Degree or higher in Special Education or a related field
<ul style="list-style-type: none"> ● Required Certification: Special Education General Curriculum and Special Education Adapted Curriculum ● Preferred Certification (in addition to required certification): Early Childhood Education and/or Elementary Education
<ul style="list-style-type: none"> ● Preferred Training and/or Endorsement: GSU/GaDOE Functional Behavior Assessments and Behavior Intervention Planning, Registered Behavior Technician, GaDOE Approved Dyslexia Endorsement, and Mindset
<ul style="list-style-type: none"> ● Required Experience: Successful experience teaching special education. ● Preferred Experience: Successful experience as a general education teacher or co-teaching as a special educator, Successful experience leading teachers to improve practices and/or instruction.
<ul style="list-style-type: none"> ● Physical activities: Routine physical activities that are required to fulfill job responsibilities.
<ul style="list-style-type: none"> ● Ability to communicate professionally and effectively, both in oral and written forms, with diverse publics and colleagues
<ul style="list-style-type: none"> ● Exceptional understanding of federal, state, and local laws, policies, and procedures.
<ul style="list-style-type: none"> ● Expertise in designing, evaluating, and providing specially designed instruction for students with disabilities.
<ul style="list-style-type: none"> ● Expertise in general education curriculum, instruction, and interventions (Tier I, Tier II, and Tier III).
<ul style="list-style-type: none"> ● Leadership ability in professionally developing special education teachers, general education teachers, and special education paraprofessionals.
<ul style="list-style-type: none"> ● Ability to collect, maintain, interpret, and verify accuracy of data.
<ul style="list-style-type: none"> ● Proficient record keeping and computer skills.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

<ul style="list-style-type: none"> ● Demonstrates prompt and regular attendance.
<ul style="list-style-type: none"> ● Takes direction and completes all assigned work in a timely manner.
<ul style="list-style-type: none"> ● Conduct ongoing program needs analysis and collaborate with other departments on developing procedures and practices to best serve students with disabilities.
<ul style="list-style-type: none"> ● Coordinate the design and implementation of special education programming for a wide range of unique learner profiles.
<ul style="list-style-type: none"> ● Provide professional learning and modeling of specially designed instruction, provision of accommodations and modifications, progress monitoring, and implementation of behavior intervention plans.
<ul style="list-style-type: none"> ● Provide leadership in the design and delivery of instruction in the Least Restrictive Environment (LRE)

<ul style="list-style-type: none">● Conduct bi-weekly school level special education team meetings focused on specially designed instruction and data based decision making.
<ul style="list-style-type: none">● Analyze student data to review achievement and evaluate effectiveness of instruction for students with disabilities.
<ul style="list-style-type: none">● Work in conjunction with special education teachers to ensure the needs of students are met according to IEP development.
<ul style="list-style-type: none">● Build teacher capacity to effectively manage their caseload and efficiently schedule services.
<ul style="list-style-type: none">● Assist with decision-making regarding statewide assessment participation of students with disabilities.
<ul style="list-style-type: none">● Monitors the timely and accurate completion of grading, IEP data collection, and IEP progress monitoring.
<ul style="list-style-type: none">● Maintains lending library and inventory of specially designed instructional materials assigned to special educators and schools.
<ul style="list-style-type: none">● Mentor first year special education teachers on instruction and service provision.
<ul style="list-style-type: none">● Collaborate with school level instructional/data specialists.
<ul style="list-style-type: none">● Serves as LEA representative at IEP meetings.
<ul style="list-style-type: none">● Performs other duties as assigned as needed to lead RCS through programmatic change