

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE:

**Special Education Facilitator**

DEPARTMENT/PROGRAM AREA: Special Education

IMMEDIATE SUPERVISOR: Special Education Director and Executive Director

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

To provide quality leadership, supervision, and management of all Special Education programs and activities and ensure appropriate instructional programs for all students with special needs. To monitor and advise member districts in matters that relate to compliance with Federal and State regulations. To provide personnel and programs that meet the diverse needs of students receiving special education services.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

5. Shall possess the necessary license required by the Colorado Department of Education or be endorsed in the appropriate areas accepted by the Colorado Department of Education in lieu of such license.
6. M.A. degree in Educational Administration or Special Education required or working towards.
7. Training and ability to supervise and evaluate staff.
8. Three to five years of teaching experience, experience as a coordinator or program director with responsibilities in planning, evaluating, and implementing special education programs.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

25. Provide coaching and reflective feedback to educational specialists.
26. Utilize a variety of effective instructional and coaching strategies, including providing
27. Maintain confidentiality in all professional relationships, participation in professional job-related organizations and professional competencies in areas of responsibility.
28. Plan, prepare, organize and schedule on-going classroom visits
29. Support educational specialist teachers in their practice through coaching and/or facilitation of Professional Learning Communities.
30. Attend and facilitate meetings (e.g. Individual Educational Programs, Program Planning Meetings, etc.)
31. Develop a trusting and reflective professional partnership with teachers.
32. Provide regular, on-site classroom based coaching support to each teacher following a coaching cycle including model and demonstration, lessons and co-planning and coteaching.
33. Coach and assist teachers with curriculum development, classroom management, instructional strategies, assessment of student performance and all aspects of

professional development in multiple content areas.

34. Improve teachers' content, management and instructional strategies to better address the needs of all students in a positive environment.
35. Support staff in curriculum and instructional leadership.
36. Facilitate PLC and provide opportunities for peer reflection, collaboration and coach.
37. Provide feedback on program effectiveness to site and program administrators.
38. Take leadership role in professional development activities.
39. Establish and maintains clear communication and cooperative working relationships with a variety of educators and groups.
40. Prepare reports, maintains program files and record keeping systems for accountability.
41. Demonstrate a working knowledge and use of instructional strategies for working with the diverse needs of students in multiple content areas
42. Performs other tasks and assumes other responsibilities as may be assigned by the Executive Director of SLV-BOCES.

IV. SPECIFIC SKILLS AND OTHER POSITION REQUIREMENTS:

3. Assist Special Education Director and oversee the Special Education Department programming to ensure instructional effectiveness for students.

V. EVALUATION PROCEDURES: The position will be evaluated according to the process defined in the SLV-BOCES' policy and procedural manual.

VII. COMPENSATION/TERMS OF EMPLOYMENT: Salary and benefits are determined by the SLV-BOCES' Board of Directors on an annual basis. The employee's contract will stipulate the terms of the agreement including the number of contract days, applicable benefits and position assignment.

VIII. DISCHARGE FOR CAUSE: The employee may be discharged for cause upon the grounds set forth in section 22-63-301, C.R.S. (but the procedures and other provisions of that article shall not apply). The Board shall not arbitrarily or capriciously call for the employee's discharge for cause, and the employee shall have the right to receive with a written statement of charges, notice of hearing, a fair hearing before the Board (no member shall claim to be disqualified for any reason), and the right to be accompanied by legal counsel at her/her sole expense. In the event of discharge for cause, no severance payment or other compensation for the remainder of the term of this Agreement shall be due the employee, except for fringe benefits accrued but unpaid as of the date of discharge according to established Board policy applicable to licensed administrative employees. Nothing in this paragraph shall be construed so as to limit or restrict or as a precondition on the right of the either party to pursue legal remedies otherwise available at law or equity.

IX. TERMINATION FOR REASONS OTHER THAN CAUSE:

- A. By Employee. The employee may elect to terminate this Agreement by giving notice in writing

within the time periods specified in paragraph below.

B. By the Board. The Board may elect to terminate this Agreement for reasons other than cause by giving the employee written notice of such termination. In the event of termination for reasons other than cause during the first Contract Year, and provided that the employee does not remain in the employ of the SLV BOCES in another capacity after such termination, the employee shall receive a lump sum payment in lieu of sums due for salary hereunder amounting to six (6) months' salary, at the rate then in effect. In the event of termination for reasons other than cause during the final Contract Year during the term, and provided that the employee does not remain in the employ of the SLV BOCES in another capacity after such termination, the employee shall receive a lump sum payment in lieu of sums due for salary hereunder that is equal to the balance of the salary payable to employee for six (6) months' salary or the remainder of such Contract Year as of the date of termination, whichever is less. Should such termination occur during any renewal term, the lump sum payment shall be the lesser of the balance due for the remainder of the renewal term or six (6) months' salary, at the rate then in effect.

READ AND REVIEWED BY EMPLOYEE ON: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Executive Director Approval

\_\_\_\_\_  
Date

