



Vocational Special Education Coordinator

STARTING DATE: 2018 - 2019 School Year
REPORTS TO: Supervisor of Special Education Services
WORK YEAR: 185 days as per Board-adopted calendar
SALARY RANGE: Appropriate step on Certified Salary Schedule - Commensurate with experience and education

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Teaching certificate in Special Education or Intervention Specialist License
- Must have, or will apply for a Transition-to-Work endorsement within the first year, and must complete endorsement requirements within the time frame allotted by Ohio Department of Education
- Ability to individualize instruction and work with students having a variety of special needs
- Ability to work collaboratively with Career Tech instructors, academic instructors, support personnel, and staff from member-schools
- Excellent planning, communication and organizational skills
- Working knowledge of IDEA, Section 504 and Operating Standards and Procedures
- Documented evidence of a clear criminal record

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Monitor progress of students' performance in all educational settings and disseminate information according to members of the students' IEP team
- Provide individual intervention and support for success according to individual student needs
- Coordinate input into developing ETR, BIP and FBA, and facilitate the meeting process
- Develop and ensure implementation of IEP's
- Facilitate Manifestation Determination meetings
- Provide instructional support via multiple means to Career Tech instructors, academic teachers and related service providers
- Enforce and maintain proper classroom rules for discipline and management
- Foster and maintain mutual exchange of information between parents, member-school representatives and teachers
- Assist in preparing students for both academic and Career Tech competency tests
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy
- Attend district and state professional development events
- Work under the guidelines of Penta's mission statement and goals
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout his/her employment in the district
- Assume any other responsibilities as assigned by the Board of Education, Superintendent, Career Tech Director, Supervisor, or their designee(s)

DEADLINE: Posted until filled. Submit letter of interest, official transcripts, Penta application and résumé.

APPLY TO: Board of Education Office
Penta Career Center
9301 Buck Road
Perrysburg, OH 43551