



## ***Cornerstone Community School***

### ***Director of Special Education Job Description***

**Position Title:** Director of Special Education

**Reports To:** Head of School, Director of Education

**Objective:** To organize, direct, and implement the program for students with special needs.

#### **The ideal applicant:**

- shall affirm the lordship of Christ over all of creation, and shall be in agreement with our foundational beliefs. He or she shall seek to honor God in all activities and classes.
- shall be a college graduate with a degree in Special Education or Education.
- shall hold licensure in the area of Special Education from the state of Ohio.
- shall have training and/or certification on the Wilson Reading System
- shall be familiar with and eager to use an integrated curriculum, alternative methods of evaluation and collaborative learning.
- shall work in a professional manner at all times, keeping student information confidential.
- shall be willing to work within a multi-grade classroom structure and with other faculty.
- shall be a self-starter, able to function responsibly and independently.
- shall be creative and aware of various resources and able to draw upon them in supporting a theme-based curriculum.
- shall manage conflict biblically and appropriately.

In faithful living, the Director of Special Education is expected to:

- be committed to obeying Christ, our Redeemer.
- have a regular and active devotional life.
- practice love, joy, patience, kindness, self-control, gentleness, faithfulness and truthfulness.
- model biblical principles in making choices.
- be humble in spirit but bold in Christ-like practices.
- be conscientious and responsible.

In the classroom the Director of Special Education will:

- work with students to help them achieve their Individual Education Plans (IEPs) goals and objectives.
- assist in creating and implementing IAT, ETR, and IEP documents.

- compile and analyze data to monitor students' progress on OAT, ETR, and IEP goals and objectives.
- write reports for IAT, ETR, and IEP documents.
- collaborate with parents, teachers, occupational therapists, speech therapists, physical therapists, and other IEP/IAT team members.
- meet with general education teachers for curriculum planning for large and small group instruction.
- attend staff, teacher, and teacher development monthly meetings.
- train staff on procedures that will assist students with their daily routine and to achieve their goals.
- assist in creating and implementing behavior plans that help assist students develop positive behaviors.
- establish positive parent relationships by communicating regularly regarding students' progress.
- develop general education and adapted education lesson plans for students on IEPs that align with state standards.
- differentiate instruction to support all learners' needs when needed.
- report time spent with each student for invoicing.
- be involved in the writing and overseeing of both quarterly progress reports and state IEP reports.

In relating to students the intervention specialist is expected to:

- establish a climate of love, mutual respect and care

As director, the applicant is expected to:

- oversee and manage other intervention staff.
- be instrumental in the writing of goals for IEP's.
- work with the Director of Finance for billing of the JPSN scholarship.
- attend and facilitate IAT, ETR, and IEP meetings for students.
- complete any other tasks assigned by the Headmaster.
- create a schedule for the intervention team to satisfy the required number of minutes in the student IEP documents.