

SPECIAL EDUCATION PROGRAM IMPLEMENTATION SPECIALIST

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Responsible for collaborating with special education teachers, building administrators, and special education supervisors to assure program fidelity to the Sopris Reading and Math programs.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Ensures fidelity to the Sopris Reading and Math programs.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Train teachers to implement Language! Reading and Math programs;
- Meet with principals and special education teachers to organize screening and assist with the development of groups at the conclusion of each school year;
- Meet with principals and special education teachers following Benchmarks to monitor implementation and develop action plans to improve student performance based on assessment data;
- Support teachers implementing Language! Reading and Math programs through classroom observation, modeling, and providing feedback as necessary for established priorities;
- Organize and conduct periodic data review meetings.
- Maintains and upholds School policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge and experience in math and/or reading instruction. Evidence of effective leadership. Ability to communicate clearly and professionally to clients and co-workers; ability to problem solve to ensure smooth implementation of program; ability to monitor and analyze anecdotal and numerical data. Proficiency in using technology, especially Microsoft Office suite and web applications. Ability to document and report communications with schools.

EDUCATION AND EXPERIENCE:

Master's degree in math and/or reading, curriculum, education administration, or comparable certification. Teaching certificate or related professional certification.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.