

JOB TITLE: Exceptional Childrens's Assistant Coordinator

Under general supervision, provides special education services to students identified as disabled in accordance with state and federal regulations. Work involves developing and implementing the Individual Education Program in classroom settings that are compatible with the student's age and developmental level. The EC teacher is responsible for developing lesson plans, adapting materials and designing activities to assist EC students develop appropriate academic, behavioral, and social skills and to meet their IEP goals in collaboration with regular classroom teachers across K-8 grades and subjects. The EC teacher is responsible for monitoring individual student's progress and for maintaining EC records in compliance with state and federal guidelines. The ideal candidate will have significant experience in MTSS, including using data to support students in need of tier one interventions, inclusion, resource, and pull-out settings. Reports to EC Coordinator and school director.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Develops and implements an instructional plan which is compatible with the school and systemwide curricular goals and the students' Individual Education Program.
- Is responsible for the development of Individual Education Programs (IEP) for students with disabilities; implements the IEP; and uses diagnostic information obtained from tests and other assessment procedures to update IEPs as needed.
- Provides direct special education instruction to identified students.
- Employs a variety of teaching methods to meet student needs. Implementation of these methods
- Effectively adapts or develops educational resources and materials
- Monitors student behavior; maintains discipline in the classroom; deescalates inappropriate behaviors; teaches students appropriate behavioral strategies; restrains students when necessary according to Crisis Prevention Institute standards;
- Records and reports restrains.
- Assists disabled students with their personal and self-help needs, such as eating, toileting, and other essential tasks that the students are not able to perform by themselves.
- Communicates with positively with parents regarding their children's educational progress via periodic written progress reports, in due process IEP meetings, and with teachers in student support grade block teams.
- Acts as a case coordinator for assigned students; consults with community care-givers, school support professionals, and parents to better understand and meet student needs.
- Demonstrates flexibility and adaptability in being a Faculty Crew member in support of all students at MDCS.

REQUIREMENTS: The candidate will be required to uphold standards set by the NC Department of Public Instruction. Applicants must hold a minimum of a Bachelor's degree and current NC teaching license in Exceptional Children K-12.