

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Special Education Facilitator, Site Assignment

FLSA Status: EXEMPT

Classification: Certified

Terms of Employment: 7 hours per day, 183 days

JOB GOAL: The role of the special education facilitator is to serve as an educational leader and advocate for students with disabilities within the school setting. The focus of this position is to actively support assigned school(s) to ensure that a strong commitment to improving academic and social achievement of students with disabilities is evident. This includes working with adult learners to provide support and development to co-create systemic implementation of best instructional practices from a special education perspective.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSD and NCCTA.

1. Support, mentor, and model best practice instructional strategies and techniques specifically designed for students with disabilities.
2. Exhibit a strong commitment to improving academic and social achievement for students with disabilities.
3. Establish trust, rapport, and credibility with entire school community.
4. Facilitate staff development activities related to students with disabilities.
5. Inform site administration of special education concerns or issues that may be supervisory in nature.
6. Assist with the effective implementation of district, state, and federal initiatives.
7. Provide staff with information on scientifically-based instruction, positive behavioral supports, including Applied Behavior Analysis and other effective classroom management techniques.
8. Assist licensed staff in providing technical information, preparing Individualized Education Plans (IEPs), and providing referrals for additional/alternative academic and/or positive behavioral supports.
9. Assist parents in problem solving and acquiring the necessary knowledge and skills to support the development and implementation of their child's IEP.
10. Attend IEP meetings and monitor confidential folders on a regularly scheduled basis to ensure accuracy, completeness, and compliance.
11. Maintain confidentiality and organization of records through observable procedures consistent with district and site policies and regulations.
12. Collaborate with administration and licensed staff when designing class schedules as they relate to students with disabilities.
13. Assist IEP teams in the development and implementation of transition plans.
14. Participate in ongoing personal professional learning as a means of enhancing the instructional, intervention, and assessment support provided to teachers.
15. Willingness to provide support with electronic IEP system training and troubleshooting needs, building capacity in the process.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Demonstrated knowledge of special education, professional development, and shared leadership.
2. Demonstrated knowledge of district, state, and federal initiatives and procedures as they relate to students with disabilities.
3. Demonstrated knowledge of special education programs and services in the district and the community.
4. Demonstrated leadership skills and success in working with adult learners.
5. Demonstrated classroom implementation of best practices and instructional strategies from a special education perspective.
6. Excellent verbal and written communication skills.
7. Knowledge and ability to use and integrate technology to provide quality instruction.
8. Knowledge and ability to use the district's electronic IEP system.
9. Ability to consult with and facilitate teams.
10. Ability to support work across grade levels.

11. Ability to manage multiple projects and meet deadlines.
12. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
13. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
14. Recognizes and reports hazards, conforms to safety standards as prescribed.
15. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
16. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Bachelor's or Master's degree from an accredited college or university in subject(s) related to teaching assignment
2. Minimum of five years of successful teaching experience in special education programs and/or related services
3. Previous successful experience working with adult learners and Instructional Coaches to change classroom practices, instruction, and intervention practices as they relate to students with disabilities
4. Training in and/or understanding of the role of the Special Education Instructional Facilitator
5. Previous experience in leadership roles
6. A passion for learning and teaching

Licenses and Certifications:

1. Valid Nevada Department of Education License with Special Education or other endorsement(s) related to teaching assignment
2. Valid Nevada Driver License
3. Current CPR/First Aid/AED certification, which must be maintained for the duration of the assignment

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Occasionally required to lift or carry equipment up to 50 lbs.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or

expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: *Wa [Signature]*
Superintendent

 3-22-21
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____