Title: SPED Teacher/SAT & MTSS Coordinator
Employment Status: Full-time
Department: Faculty
Reports to: Director of Student Support Services; Principal

Qualifications
- Master's degree required
- State teaching certification and special education endorsement
- A minimum of five (5) years of working in exceptional student education and/or student services programs
- Knowledge of special education laws, regulations, and best practices
- Strong interpersonal and communication skills for collaborating with students, teachers, families, and administrators
- Organizational and time-management skills to effectively manage caseloads and documentation, while maintaining a positive attitude providing exemplary customer service
- Assessment and data analysis skills to assess student progress and intervention effectiveness
- Ability to work independently and carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices

Essential Functions
- **Manage, Support, and Provide Modified Instruction:**
  - Collaborate with teachers and other school staff to provide specialized instruction and support to pre-identified students with special education needs
  - Develop and implement individualized education plans (IEPs)
  - Provides research-based specialized instruction to address the instructional goals and objectives contained within each student’s IEP
  - Creates a positive learning experience with emphasis in individualized instruction using appropriate assistive technology and other sources
  - Monitor student progress and adapt instructional strategies as needed to ensure academic growth
  - Offer guidance and resources to teachers and families to enhance their ability to support students with special needs
• **Initiate, own, and implement the Student Assistance Team (SAT) & MTSS Process:**
  - Identify and recommend students for the SAT/MTSS/504 processes when necessary
  - Coordinate SAT/MTSS/504 meetings (schedule meetings, create agendas, maintain notes and database for team decision making)
  - Distribute, administer and score diagnostic screenings and tests
  - Take ownership of the SAT/MTSS processes, ensuring that all required documentation, meetings, and accommodations are in place
  - Serves as primary contact for the parent
  - Organize and conduct SAT/MTSS meetings to collaborate with teachers, support staff, and parents to develop appropriate interventions and strategies for students experiencing academic/behavior challenges
  - Track the effectiveness of interventions and make data-driven decisions to improve student outcomes
  - Provide ongoing follow-up and communication with students, teachers, and families regarding the progress of students in the intervention process
  - Assist the director of student support services in evaluating the program’s compliance with state and federal special education regulations and guidelines
  - Participate in the development of policies and procedures to maintain compliance and enhance the quality of special education services
  - Complies with School Board policies and all state/federal rules and regulations
  - Complete all district and state reporting requirements

• **Other Duties**
  - Maintain confidentiality regarding information and education records
  - Perform related duties as assigned by supervisor
  - Maintain compliance with all school policies and procedures
  - Perform other duties as required