

## Special Education Coordinator – Job Description

The special education coordinator at Grace Lutheran School is a full time position. The person for this position should have a degree or related endorsement in special education. Responsibilities include but are not limited to...

### Instruction

- Provide Tier 2 and Tier 3 math support to students in need.
- Depending on demand and scheduling, provide Tier 2 reading support to students in need.
- Provide resource help for students in Grades 6-8 with ISP's or 504 Plans.

### Collaboration

- Work with the reading specialist on how to best support our students in need.
- Work with teachers to provide ideas for how to support students within the classroom.
- Work with teachers on how to modify assignments or assessments when necessary.
- Work with parents to provide ideas on the best ways to support students outside of school.
- Advocate for students in need.
- Provide feedback to administration on prospective students who apply to our school with an IEP

### Management

- Collect and analyze data to determine who may need Tier 2 support.
- Collect and provide paperwork necessary for the local school district to schedule assessments of students being considered for an IEP evaluation.
- Work with the local school district and our school families to schedule initial evaluation, re-evaluation, or transition meetings.
- Attend all initial, re-evaluation, and transition meetings for our students.
- Coordinate MAP testing schedule with teachers
- Provide or arrange supervision for students who need testing accommodations.

## General Job Description for all Teachers

Grace Lutheran School – River Forest, IL

### Classroom Environment

A GLS teacher must establish a culture of cooperation and respect within the classroom. This includes but is not limited to...

- Creating a positive, supportive space where all students feel welcome and emotionally safe, including
  - o Interactions between teacher and students
  - o Interactions amongst students

- Being able to monitor and maintain classroom behavior in a positive, constructive manner so that everyone can learn
- Establishing relationships with students that allow you to get to know them beyond their academic performance
- Organizing and managing classroom procedures effectively
- Arranging the physical environment to complement the learning atmosphere

### Planning and Preparation

A GLS teacher must be well prepared for delivering the lessons of the day. This includes but is not limited to...

- Demonstrating command of the subject matter
- Selecting instructional goals and differentiating to meet the needs of diverse learners
- Developing a plan and method for evaluating student work in line with instructional goals
- Using student performance data in preparation for instruction

### Instruction

Instruction at GLS should take on a variety of forms based on the lesson being taught. Each lesson should include...

- Communicating clearly the objective and purpose of the lesson
- Communicating clear directions and procedures within the lesson
- Keeping all students involved in the lesson
- Providing a summary of key points of the lesson

Over the course of various units, instruction should include but not be limited to ...

- Using materials outside the textbook to enhance learning
- Using technology to enhance learning
- Monitoring student progress and using formative assessment to adjust instruction
- Using a variety of forms for summative assessments.

### Communication

A GLS teacher must display effective verbal and written communication skills with students, parents, colleagues, and administration. These include but are not necessarily limited to...

- Delivery of lessons that students understand
- Ability to communicate classroom expectations with students
- Weekly written communication with parents
- Phone calls or e-mails to parents when student work or conduct warrants it
- Maintain a teacher web page

### Professional Responsibilities

A GLS teacher must take care of the following professional responsibilities...

- Maintain current and accurate student records
- Participate in professional development to keep curriculum and instructional practices current
  - o Attend conferences, read journals, view webinars, etc.
- Collaborate and communicate professionally with parents

- Collaborate and communicate professionally with co-workers
- For full-time teachers, regular attendance at faculty meetings and participation on faculty committees

As an educator in a Christian school, a GLS teacher is also expected to...

- Establish a caring relationship with each student
- Share personal faith with students and colleagues
- Have words and actions that exemplify Christian conduct
- Attend church and school events in support of students