

Teacher – Special Education Instructional Facilitator (SEIF), K-12

Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months

FLSA STATUS: EXEMPT

Position Summary

The special education instructional facilitator is a position designed to address the duties and responsibilities that a large special education population creates within a school or group of schools. The role of the special education facilitator is to be an educational leader and advocate for students with disabilities within the school setting. He/she will actively support the assigned school(s) to ensure that a strong commitment to improving academic and social achievement of students with disabilities is evident. The special education facilitator collaborates with appropriate individuals so that the educational needs of students with disabilities are appropriately addressed and in compliance with Clark County School District/division procedures as well as applicable federal and state laws. This person selected for this position is expected to adhere to the District *Professional Domains and Standards for Licensed Employees* and will report directly to the Region Director, Student Services Division (SSD).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supports, mentors, and models best practice instructional strategies and techniques.
2. Exhibits a strong commitment to improving academic and social achievement for students with disabilities.
3. Attends division and area facilitator/liason meetings.
4. Effectively communicates division procedures and best practices to site administration and staff through regular staff meetings.
5. Facilitates staff development activities related to students with disabilities for administration, licensed, and support staff.
6. Informs site administration of special education concerns/issues that may be supervisory in nature.
7. Assists division and region teams, administration, licensed, and support staff professional with the effective implementation of federal, state, and local mandates.
8. Ensures that students with disabilities are receiving a free and appropriate education in the least restrictive environment.
9. Assists parents/guardians in problem solving and acquiring the necessary knowledge and skills to support the development and implementation of their child's Individualized Education Program (IEP).
10. Provides staff with information on scientifically based instruction, positive behavioral supports (including Applied Behavior Analysis (ABA), etc.), and other effective classroom management techniques.
11. Assists licensed staff in providing technical information, preparing IEPs, and/or referrals for additional/alternative academic and/or positive behavioral supports.
12. Monitors, on a regularly scheduled basis, confidential folders and IEPs to ensure accuracy, completeness, and compliance.
13. Maintains confidentiality and organization of records through observable procedures consistent with division and site directives.
14. Collaborates with licensed staff and administration when designing class schedules as it relates to students with disabilities.
15. Assists IEP teams in the development and implementation of transition plans.
16. Effectively uses and train building staff to use the division's electronic IEP system.
17. Collaborates effectively and professionally with administration, staff, parents/guardians, and the community.
18. Integrates the use of technology into the instructional program in accordance with the Nevada K-12 Integrated Technology Standards.
19. Participates in other job-related duties and activities related to the position, as assigned.

Position Expectations

1. Demonstrates ability to support, mentor, and model best practice instructional strategies specifically designed for students with disabilities.
2. Demonstrates strong knowledge of federal, state, and local mandates and procedures as it relates to students with disabilities.
3. Demonstrates strong knowledge of special education programs and services in the District and the community.
4. Demonstrates effectiveness in planning, organizing, and coordinating meaningful activities for appropriate individuals and/or groups in a pleasant, professional manner.
5. Exhibits proficiency in the use of the District's electronic IEP system.
6. Leads professional learning activities for staff as they relate to special education.
7. Works cooperatively with students, parents/guardians, peers, administration, and community members.
8. Maintains accurate and complete records as required by law and District policy.
9. Participates as an active member with all faculty and staff.
10. Works in a collegial manner with all District staff to provide students an appropriate education in the least restrictive environment.
11. Maintains and improves professional competence.
12. Communicates effectively both written and orally.

Position Requirements

Education and Training

1. An earned bachelor's degree from an accredited college or university.
2. Completed three (3) years of successful teaching experience in special education programs and/or related services.

Licenses and Certifications

1. Must possess or be able to acquire by time of appointment to the position, a teaching license issued by the Nevada Department of Education.
2. Hold, or be able to hold, an endorsement in a special education area(s).

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 07/09/21
- Created: 05/05/10