

Knox County Special Education Cooperative

Notice of Vacancy (Internal & External Posting)

POSITION TITLE: SPECIAL EDUCATION COORDINATOR

SUBMIT: Required online application

APPLY TO: <http://www.applitrack.com/vcsc/onlineapp/>

**Mrs. Sheryl Schaefer-Jones
Director of Special Education
1545 S. Hart Street Road
812-882-0102
jones@vcsc.k12.in.us**

PLEASE INCLUDE: Letter of Interest, Resume, Current Indiana Teaching License, and References

QUALIFICATIONS:

- * **Minimum three years of experience in Special Education.**
- * **Valid Indiana Teaching License.**
- * **Minimum of Bachelor's Degree in Special Education (Master's Degree and/or Administrators License preferred.)**

JOB DESCRIPTION:

- Special Education Coordinator will provide leadership and professional development to three school districts within the Knox County Special Education Cooperative.
- The coordinator will serve as a resource for information regarding special education services, programs and policies.
- Analyze data, review IEP's, consult with staff/administrators, and keep abreast of current practices.
- Monitor local practices for compliance with Part B IDEA performance indicators.

JOB REQUIREMENTS:

- Assist the Director of Special Education in identifying needed resources and supports to students and staff.
- Serve as Case Conference Committee Chairperson when appropriate or serve as note taker with support to the case conference.
- Assist with professional development.
- Demonstrate effective communication, organizational, computer and interpersonal skills.
- Strong familiarity with Indiana IEP.
- Perform other duties as assigned by the Director of Special Education.

APPLICATION DEADLINE: June 15, 2017

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

In accordance with Title VI, VII, IX, ADA and Section 504 Knox County Special Education Cooperative is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex (including transgender status, sexual orientation and gender identity), handicapping conditions, or national origin, including English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.