



**VACANCY NOTICE**  
**SPECIAL EDUCATION COORDINATOR**

QUALIFICATIONS

- Master's Degree in administration, supervision, or area of Special Education
- Valid Educator Certificate or other acceptable State Licensure
- Valid Texas Administrator's Certificate preferred
- Knowledge and demonstrated mastery of the use of specially designed instruction to promote progress in learning for students with disabilities
- Knowledge of laws, regulations, and programs specifically related to special education
- Excellent communication, public relations, and interpersonal skills
- Ability to exercise judgment in decision making and facilitate multiple responsibilities
- Ability to effectively communicate (written and verbal) and interpret laws, policy, procedure, and data
- Minimum of three (3) years of successful teaching experience in special education with a minimum of five (5) years experience in education

GENERAL PERFORMANCE RESPONSIBILITIES

- Assist in planning and delivering effective staff development activities to help teachers teach for mastery of the curriculum and the student's IEP.
- Assist in planning and delivering effective staff development on special education compliance issues
- Teach and assist teachers in selecting appropriate modifications or accommodations for students with disabilities
- Support and follow local, state and federal policies
- Assist campus administrators and testing coordinators with required assessment of students with disabilities
- Assist campus administrators in preparing for the admission, review, and dismissal (ARD) process
- Coordinate the writing/printing of special education documents, procedures, and forms as assigned by the Program Director of Special Education
- Assist in ensuring that support services for students with disabilities are effective in achieving their objectives
- Assist in ensuring that rules and procedures for disciplinary actions of students with disabilities are effective and conform to federal and state regulations
- Develop professional skills and knowledge appropriate to job assignment
- Participate in professional development and training programs and/or professional associations to ensure continued improvement in student learning or special education compliance
- Adhere to the Professional Code of Ethics and District policies
- Integrate parents and community in district and special education improvement efforts
- Articulate the philosophy of the district's mission and goals in the area of special education to parents and solicit their support

OTHER INFORMATION

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|-----------------|--|
| Beginning Date: | As soon as filled  |
| Length of Duty: | 220 days annually  |
| Salary:         | Salary will be in accordance with the approved instructional coordinator salary adopted by the Board of Trustees |
| schedule        |  |

APPLICATION PROCEDURES AND DEADLINE

Letters of interest and updated resumes will be accepted until the position is filled. Complete Professional on-line application on the web--Type "**SPECIAL ED COORDINATOR**" in box labeled "**OTHER ADMIN POSITIONS**". No electronic transmissions, please. Send letter of interest and updated resume to:

Director of Personnel  
Irving Independent School District  
2621 W. Airport Freeway  
Irving, TX 75062  
[www.irvingisd.net](http://www.irvingisd.net)

Date Posted: November 4, 2009