



Title: Special Education Resource Coordinator

Classification: Full-time, Certificated

Purpose of the Position: Oversee the SRVCA resource program and provide instruction to K-5 students requiring resource support

Reporting Relationship: Report to the SRVCA Principal

Duties and Responsibilities:

Duties and Responsibilities of the Resource Services Coordinator include:

- Maintain knowledge of current Special Education regulations and best practices
- Support general education teachers and administrators in implementation of appropriate strategies to meet the needs of students with IEPs/504 plans
- Provide direct and consultative services to students with IEPs and 504 plans in the school environment
- Supervise the resource teacher supporting the Jr. High Students in grades 6-8
- Collaborate with related service providers
- Develop accommodations and modifications for individuals with IEPs/504 plans to be implemented in the general education classroom, in collaboration with classroom teachers
- Maintain all paperwork and ongoing communication and collaboration with parents, staff, and administrative staff regarding student planning and progress
- Screens individual students in the regular classroom using a variety of assessment tools for the purpose of RTI or Response To Intervention (SRVCA refers students to the local school district for formal testing)
- Assist in admission evaluations for students with IEPs/504s
- Assist parents in navigating IEP process with public districts
- Attend IEP and 504 meetings hosted by the school district
- Analyze and report on results of academic assessments
- Develop and assist with appropriate behavior management techniques for students with special needs
- Help develop and provide ongoing professional development for general and special education staff and administrators
- Complete other duties and tasks as assigned by Principal or Vice Principal

Qualifications:

- A genuine love for Christ and commitment to live as His disciple
- Multiple or Single Subject Teaching Credential
- Special Education Credential
- Good communication and team collaboration
- Good organizational and time management skills

Terms of Employment:

- 40 hour/week
- Salary: TBD
- Benefits: standard benefit package, school holidays and vacation