



**Centralia School District  
Job Description  
Special Services Education Specialist**

**Reports to:** Executive Director of Special Services

**Location:** District Office

**Bargaining Unit:** Centralia Education Association

**FLSA Status:** Exempt

**Job Classification:** Instructional Coach

**Job Summary:**

The Special Services Education Specialist will work with Special Services staff (PreK to K-21) to provide job embedded professional learning to build teachers' capacity to individualize instruction, complete Special Services paperwork, monitor student progress, and increase achievement of students served by the department. This position will focus heavily on the realm of Special Education and 504 and will include work with other programs within Special Services such as Highly Capable, District Nurses, District Counselors and Title/LAP.

**Qualifications:**

- Master's Degree in the field of education
- Current Washington State teaching certificate with Special Education endorsement
- Minimum of 5 years successful teaching experience in Special Education
- Current knowledge of Multi-Tiered Systems of Support (MTSS) and Social Emotional Learning (SEL) best practices
- Extensive knowledge and experience with best practices in program areas within Special Services
- Extensive knowledge and experience with Special education/504 paperwork, including participation in evaluation teams, development of IEP/504 plans and review of necessary components to meet state/federal compliance
- Extensive knowledge of special education & 504 laws, state standards, and research-based interventions/curriculum to assist in best instructional/intervention practices
- Knowledge and experience with behavioral and social-emotional disabilities including functional behavioral assessment, behavior plan development (BIP/ERP), intervention methods, and consultation with staff regarding plan implementation
- Ability to act in an ethical and confidential manner in all aspects of employment
- Ability to communicate effectively, possess awareness of self and others, listen actively, be patient, incorporate humor/lightheartedness into work, be empathic, possess a growth mindset, and be customer-service oriented
- Ability to support the District's vision, mission, goals, and culture code including the belief that all students can succeed
- Ability to provide proof of being fully vaccinated against COVID-19
- Ability to perform the essential functions of the job with or without reasonable accommodations

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### **Preferred Qualifications:**

- Ability to speak Spanish
- Successful experience working with diverse individuals
- Successful experience in a leadership role, coaching, and/or providing professional development

### **Essential Functions:**

- Assists in developing/improving, implementing, and monitoring instruction (specially designed and other)
- Uses student achievement data and staff input to assist in and/or lead the work of identifying staff development needs, planning, coordinating, presenting, and/or evaluating staff professional development activities
- Serves in complex cases as administrative designee of the IEP team in assessment, planning, and identification of students with exceptional needs
- Serves as the district designee in IEP meetings which may require substantial allocation of additional district human and financial resources
- Serves in complex, high stress special education cases as the administrative designee
- Evaluates and monitors the progress of selected pupils with exceptional needs through observation and/or appropriate assessments; prepare written reports of findings
- Assists the Special Services Administrator and staff with program development, coordination, and evaluation
- Plans programs, coordinates curricular resources, and evaluates appropriateness of program for students receiving services within the Special Services Department
- Observes, consults with, and assists Special Services staff (certificated/classified) to ensure that the district meets legal obligations
- Consults with school site administration to ensure compliance with special education and 504 legal requirements
- Assists and supports the development and/or improvement of IEPs or 504 plans for qualified students
- Utilizes state reports, district data, and student progress monitoring data to help teachers inform instruction and programming
- Attends or presents at leadership, PLC's, or district-wide meetings, as appropriate
- Maintain knowledge of current state standards to assist all staff in aligning core academic standards to student goals and objectives
- Provides one-on-one or small group coaching in the classroom with Special Services staff to provide guidance, training, and other resources as appropriate
- Provides support in analyzing student assessment data (formative & summative)
- Conducts compliance reviews of special education and 504 paperwork
- Assumes leadership responsibilities including facilitating meetings as well as managing and using data for student and system improvement
- Provides interagency liaison services including monitoring of IEPs between the school district and non-public schools, ESD operated programs, and other public-school districts to assure appropriate educational services for qualified district students
- Manages time and schedule flexibility to maximize teacher and parent schedules
- Promotes open, positive, collaborative communication within the department and across all schools and departments
- Aids in researching instructional and curriculum issues that support students with disabilities

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- Prepares and maintain various reports, files, and records
- Organizes and participate in assessment and program evaluation procedures
- Provides consultation and technical assistance to staff
- Maintains ongoing, personal professional development to stay current with educational research, trends, and best practices
- Collaborates with staff from other school districts to share ideas and information
- Provides district training for approved de-escalation/restraint and isolation strategies, i.e. Right Response
- Performs other professional duties as assigned

**Salary:** \$59,814 - \$122,279, depending on experience and qualifications

**Work Schedule:** 7.5 hours per day, M-F, 211 days per year

**Benefits:** 12 sick leave days; 3 personal leave days; Health benefits including medical, dental, vision, life-insurance, and long-term disability insurance; State retirement; other fringe benefits as outlined in the [Centralia Education Association Collective Bargaining Agreement](#).

**Application Procedures:** Individuals interested in this position should apply online at [www.edjobsnw.org](http://www.edjobsnw.org) AND send a letter of interest to Tammie Jensen-Tabor, Executive Director of Special Services. Internal candidates only need to submit a letter of interest to Ms. Jensen-Tabor.

### Working Conditions and Physical Effort Requirements

	Seldom or Never	Monthly	Weekly	Daily	Hourly
Lift/push/pull/carry objects up to 10 lbs				x	
Lift/push/pull/carry objects 11-20 lbs			x		
Lift/push/pull/carry objects 21+ lbs	x				
Standing up to one hour at a time				x	
Standing up to two hours at a time			x		
Standing for more than two hours at a time			x		
Stooping and bending		x			
Ability to reach and grasp objects				x	
Manual dexterity or fine motor skills					x
Ability to communicate orally					x
Ability to hear					x
Proofreading and checking documents for accuracy				x	
Using a computer and computer software				x	
Using various technology tools				x	
Working in a normal office environment with few physical discomforts				x	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations, or other conditions			x		
Working in an area that is very uncomfortable due to extreme temperatures, noise levels, or other conditions	x				
Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises, or muscle pulls	x				
Operating automobile, vehicle or van	x				