

SPEED JOB DESCRIPTION

Job Title

Coordinator

Supervisor

Director of Programs & Services

Position Guide

Administration

Salary Range

Teacher Pay plus 10%

Qualifications

- Must possess an Illinois Professional Educator Licensure with an Endorsement in General Administration, and special education certification (LBS1, SLP, SW, DHH, VI or related certification)
- Four or more years of experience providing special education and/or related services
- Commitment to quality educational services for children with disabilities and their families.
- Understanding of special education and related services best practices.
- Ability to complete and pass the Growth through Learning Teacher Performance Evaluator Training Program by 9/30/2015.
- Ability to manage and prioritize multiple and competing responsibilities

Essential Duties

- Adheres to and enforces SPEED board policy and administrative procedures; Illinois public acts and regulations as described by the Illinois State Board of Education (ISBE) and serviced by the South Cook ISC4; and applicable Federal laws, regulations and guidelines applicable to the education of students and students with disabilities.
- Supervise, supports, and evaluates certified and licensed staff as assigned.
- Provides coordination and support to individuals and teams as assigned.
- Facilitates communication between staff, administrators, member districts and vendors for the purpose of evaluating situations, identifying needed supports, solving problems and/or resolving conflicts.
- Assists in the coordination, development and management of systems and services throughout and across the district
- Assists in coordination of professional development opportunities for SPEED and member district staff
- Assist with developing, administering, monitor, and coordinating assigned budget and initiating requisitions.

Job Responsibilities

1. Makes professional decisions that demonstrate support of student growth and learning, district goals and best interest of SPEED.
2. Organizes and maintains complete and correct records.
3. Participate in and provide leadership for a variety of teams and ad hoc committees to accomplish district goals.
4. Show commitment and professionalism through attendance, punctuality, and standards with professional responsibilities.
5. Other duties may be assigned.

Skills/Competencies

- Ability to read, analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to learn and use a variety of computer programs including online subscription services and databases effectively to evaluate and manage information.
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.

Ethics

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

Terms of Employment

- Teacher contract plus 10 days (190 days)

Hiring Contact: Human Resources Director – (708) 481-6100.

ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Human Resources Signature

Date