



Transforming lives, building futures, strengthening communities,
and developing our greatest natural resource...YOUTH!

Special Education Coordinator/Teacher

Reports To:	Principal
Classification:	Contract; Exempt
Salary:	\$ 39,208 to \$43,118

Overview/Culture

At ACYR, our mission drives us, and you'll see this in our desire to help others reach self-sufficiency. We align our thinking on three values: youth-centered, accountable and quality-driven programming. Our programs are all developed using positive youth development principles, and encourages effective staff-youth partnerships

Overview of Objectives

Provide a variety of technical work to support the Special Education Department including gathering data for compliance purposes, reporting to the state department critical data, maintaining records and files in accordance with IDEA regulations, maintaining data bases processing and purchase orders.

To plan, prepare and deliver courses in their entirety within set time constraints as outlined in the curriculum. Responsible for providing to students standards-based education in accordance with established educational requirements and student need.

Minimum Qualifications

Must hold a bachelor's degree in Education or Special Education. Masters of Education or Special Education preferred. Strong communications skills are critical, both verbally and in writing. Must be able to work independently and part of a team. Ability to commit to teamwork and establishing effective working relationships. Willingness to consistently display a positive attitude and image of the agency, as well as provide high quality, effective customer service in all facets of communication. Must consistently engage in learning and developing new skills and approaches. Understands and utilizes positive youth development practices in all levels of work.

Experience working with at risk youth a plus. Bi-lingual bi-cultural a plus. Ability to be flexible as specific tasks will change with the evolution of the program. Acceptance of individual differences in people. Awareness of one's capabilities and limitations. Demonstrated knowledge of and experience in standards-based education and training; experience in curricula integration and alternative teaching strategies.

Background Check

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and how recent. The background check will consist of a reference checks, employment, and education, and criminal background search, Email verification with the Arizona Department of Education's Investigations Unit for any ongoing investigation or open incident that have not been resolved. This check will be initiated by ACYR's Resource Manager and a contract offer is contingent upon a "no ongoing investigation and/or no unresolved issue(s)" response from ADE.

ACYR is an at-will employer and any offer of employment with ACYR is contingent upon a successful completion of said background check.

Certification/Licenses

- Bachelor's Degree
- Valid Arizona State Teacher's Certification (9-12) in appropriate subject area
- Valid Arizona Identity Verification Print Card (Fingerprint Clearance Card)
- NES/AEPA Content Certificate
- Reading Endorsement
- SEI or ESL or Bilingual Endorsement
- Copy of complete transcripts

Responsibilities

All staff is responsible to meet agency goals and objectives outside of their responsibilities to the program they are a part of. Those responsibilities include; attending all ACYR mandatory training, agency functions and events, knowledge of ACYR mission, vision, programs and program goals. Embodying the mission in all aspects of job performance by 100% participation in agency fundraising efforts, continuous self-improvement, and communicating effectively at all levels.

1. To plan, prepare and deliver courses in their entirety within set time constraints as outlined in the curriculum. Responsible for providing to students standards-based education in accordance with established educational requirements and student need.
2. Prepare course curriculum to include goals, objectives, methods, assignments, references and instructional aids; plan and prepare lesson plans.
3. Develop and implement individual student education plans; assess student achievement and revise educational plans as necessary.
4. Deliver course content and interact with students through a variety of instructional methods that address multiple learning styles.
5. Document students' progress and achievement, maintaining accurate and complete student records; grade and record all student assignments in a timely manner and submit grades to Registrar at the end of each grading period.
6. Monitor the talents, special abilities, disabilities, deficiencies or problems of each individual student; assist students when necessary to enhance learning skills and complete projects.
7. Promote and foster each student's positive self-esteem and individual development toward their fullest potential in the areas of physical, social, emotional and cognitive growth.
8. Establish and maintain positive interpersonal relationships with all students, parents/guardians and colleagues.
9. Interface with colleagues and school administrative staff to assure consistency with the educational philosophy and goals of the school.
10. Attend in-service training, conferences, staff meetings and parent/guardian meetings as required.
11. Compile and report statistical data that demonstrates student and school progress
12. Implement effective classroom management strategies to ensure an environment that is conducive to learning.
13. Maintain equipment and materials in safe and efficient manner; maintain classroom and storage areas in a neat and orderly manner.

Special Education Responsibilities:

- Assess students' skills to determine their needs and to develop teaching plans
- Adapt lessons to meet the needs of students
- Develop Individualized Education Programs (IEPs) for each student
- Plan, organize, and assign activities that are specific to each student's abilities
- Teach and mentor students as a class, in small groups, and one-on-one
- Implement IEPs, assess students' performance, and track their progress
- Update IEPs throughout the school year to reflect students' progress and goals
- Discuss student's progress with parents, teachers, counselors, and administrators
- Supervise and mentor teacher assistants who work with students with disabilities
- Prepare and help students transition from grade to grade and after graduation
- Monitor and review individual educational plans, ensuring due dates are met
- Develop and maintain student data base
- Compile and report to ADE student information (disability category, level of service) for funding purposes
- Compile and submit annual Data Collection Report to ADE
- Work with transportation to set up specialized transportation for students
- Maintain all records for special needs students involving transfer of records and destruction of records in accordance with IDEA
- Maintain and organize records and files containing confidential information
- Perform a variety of other duties to provide accurately and timely data related to the Student Services
- Implement and maintain State curriculum guidelines
- Perform additional related duties as assigned