



NEW: 07/01/2020  
Submitted: 04/21/2020

JOB TITLE:	SPECIALIST GREATER LOUISVILLE EDUCATION COOPERATIVE
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IV/GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4261
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Provides technical assistance to regional, District, and school staff in meeting the needs of students with disabilities and adhering to the Individuals of Disabilities Education Act (IDEA). Monitors implementation and effectiveness of state cooperative indicators per the scope of work from Kentucky Department of Education; professional learning; directs the work of support staff as assigned to improve outcomes of students with disabilities.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assists designated supervisor in short-range and long-range planning to improve outcomes for students with disabilities
- Assists in coordination of professional learning in state, regional, and schools on behalf of students with disabilities
- Collaborates with state and regional cooperative network to support school and District staff to provide professional learning and technical assistance to address achievement and opportunity gaps and improve outcomes for students with disabilities
- Researches current practices in ECE program area(s) to address achievement and opportunity gaps and improve outcomes for students with disabilities
- Assures compliance with District ECE policies/ procedures, Kentucky Administrative (KAR), IDEA, and any applicable licensure board requirements
- Communicates and assists parents with understanding of ECE programs
- Collaborates with District and school staff for continuous improvement of ECE program area(s) to address achievement and opportunity gap
- Assists with development of reports as required
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations.

**MINIMUM QUALIFICATIONS**

- Master's Degree or higher and Kentucky certification in Level I Director of Special Education or School Psychologist, School Counseling or instructional leadership or Supervision
- Three (3) years of successful experience in teaching special education or equivalent professional experience in area of assignment

Two (2) years of successful experience in the role of state or region or district professional development provider in the area of state need as determined by state cooperative scope of work

Knowledge of federal and state laws and regulations regarding programs for exceptional children

Effective communication skills

**DESIRABLE QUALIFICATIONS**

Experience in a diverse workplace