

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Special Education Procedural Coach

Supervisor: Director of Student Support
Services
Building Administrators

FLSA Status: Non-Exempt **Employee Group:** Certified

Qualifications:

1. Valid Illinois Professional Educator License
2. Administrative
3. LBSI Endorsement preferred
4. At least 3 years successful experience in the classroom or in service
5. Staff development experience preferred

Terms of Employment:

- Nine (9) Month Teacher Contract

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Work with the Professional Development Coordinator, contracted trainers and Director of Student Support Services to provide professional opportunities that effectively build staff understanding of the IEP process and procedures that support students.
2. Through the LEA representative process, model effective research bases and approved procedural approaches about how to best write and facilitate an IEP.
3. Support staff in the integration of the IEP process into a practice that drives instruction.
4. Coordinate/facilitate work to assure that vertical articulation occurs at the secondary level in regard to the IEP process.
5. Process and track IEP paperwork in order to plan for feedback and training opportunities for staff on the IEP process.
6. Complete Instructional Coaching program to be a coach as designated by the District.
7. Keep current with best practices and requirements as they relate to your job assignment.
8. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.