



<b>Title:</b>	Exceptional Children Program Specialist PreK - 12
<b>Reports to:</b>	Director of Exceptional Children
<b>Terms of Employment:</b>	10 ½ - 12 Months
<b>Salary:</b>	NC Teacher State Salary plus Local Supplement

### **Qualifications:**

- NC Teacher Licensure and have a EC Certification
- 3+ Years Experience as EC Teacher

### **Duties and Responsibilities:**

- Communicate with principals on EC issues including alternate assessments, compliance, discipline and curriculum
- Assist with professional development on topics including compliance, discipline and curriculum
- Monitor teacher implementation of designated reading programs
- Assist designated teachers in classroom organization, classroom management, instruction, lesson planning and IEP preparations
- Act as a resource person to teachers on issues related to compliance, discipline and curriculum
- Conducts searches for instructional and content based resources as well as creates resources for teachers to use in their instruction
- Attends professional development (assessments, compliance, discipline and curriculum) opportunities and brings gained knowledge back to the staff
- Attend IEP meetings upon request
- Reviews evaluation, benchmark and other assessment data with teachers, address school and district trends, offer strategies to address these trends, discuss the areas in need of remediation and enrichment
- Communicate with the Behavior Support Liaison and school psychologists to facilitate behavioral/academic interventions, classroom management and service delivery
- Monitor facilitator assistants and manage a system of oversight for EC student record compliance, referral and reevaluation timelines, and certifying an accurate headcount
- Other duties as assigned by director