

Core Educational Cooperative
Job Description and Requirements
EDUCATIONAL SPECIALIST

A. Educational Level

Bachelor's degree in Special Education or related field
Experience in the implementation of special education
Preferred Training and Experience in Educational Assessment

Qualified examiners have training in and understanding of the principles of test administration, including establishing and maintaining rapport, following standardized testing procedures, and statistical concepts related to scoring and interpreting test results. In addition, examiners should have experience testing students of the ages, linguistic, or cultural backgrounds, or educational or disability status.

B. Physical Requirements

The position requires good physical skills in hand-eye/mind-eye coordination and hearing. Use of wrists, hands, and fingers in keyboarding and typing is required. The ability to effectively communicate verbally and in writing is required. At times the position will require carrying and lifting equipment, filing, stooping, sitting, standing, and walking. Possess the physical ability to perform all the essential functions and duties identified in the job description. The ability to drive a car is required.

C. Other Requirements

Excellent oral and written communication skills required. Demonstrate skills in human relations, leadership, and conflict management. Demonstrate competency with computers, use of word processing, spread sheets, and data entry. Demonstrate ability to work well with others. Stay up to date with annual changes in accountability requirements and process.

D. Essential Skills, Functions, and Duties

1. Stay up to date with annual changes in accountability/special education review requirements and process.
2. Organize and schedule reviews.
3. Demonstrate the ability to communicate in a coaching format with school personnel.
4. Understand the analysis of data to assist districts in determining a root cause.
5. Assist districts in plans for addressing needs and locating resources.
6. Serve as an advocate for all children and youth.
7. Demonstrate knowledge of child development, assessments, treatments, and techniques used in the educational setting.
8. Demonstrate assessment and observation skills during assessment.
9. Work with children with a wide range of disabilities (mild to severe to multiple disabilities).
10. Demonstrate consultation and collaboration skills with team, students and peers.
11. Drive to individual school districts.
12. Assist with preschool screenings.

E. Work Conditions and Environment

Typically, work is conducted in comfortable classrooms, offices, and other appropriate school settings. However, some working areas are not climate controlled and may be subject to extremes in temperature and humidity. Varying degrees of travel is required for this position which may result in exposure to outside elements because of weather conditions.

F. Hazards

Some classrooms, offices, and school settings may expose employees to communicable diseases. Additionally, exposure to chalk dust, chemicals, fumes, stairs, etc. are potential hazards as are structural supports, equipment, materials and other overall environmental surroundings. Travel between schools and other school settings may cause exposure to hazardous driving and walking conditions due to weather conditions.

- I. Report To:
CORE Director

I have read and understand this job description and can fulfill the essential functions as listed. I understand I would report to the Core Director and receive guidance from District Superintendents, Principals, and Special Education Directors.

Signature

Date

Print Name