

## **JOB DESCRIPTION**

The position of **Postsecondary Transition/Special Education Consultant** for the Central Kentucky Educational Cooperative is designed to support change in a complex education system. The Special Education Consultant works closely with state, regional, district, and agency partners to align resources and to develop an implementation infrastructure to support improved academic and behavioral outcomes for students with disabilities in the CKEC region. This includes support with the development of a sustainable service delivery plan that ensures a cohesive framework for training, coaching, and assessment of fidelity.

### **Required Qualifications:**

- Master's degree from an accredited institution
- Valid special education certification
- Minimum of 3 years teaching experience in the field of special education

### **Preferred Qualifications:**

- Dual Certification in special education and general education is strongly preferred
- Experience in conducting professional development activities
- Strong knowledge of federal and state special education laws and regulations
- Strong knowledge of evidence-based practices and specially designed instruction for students with disabilities
- Strong knowledge base of Postsecondary Standards and Indicator 13

### **Requirements**

- Strong written and verbal communication skills, including computer skills
- Good organizational and time-management skills
- Ability to work independently with little direction
- Good interpersonal skills; strong ability to promote positive public relations, both with school and community personnel and with parents
- Ability to participate in a collaborative team effort to provide high quality service to member districts

**Annual Contract:** Up to 240 Days

**Reports To:** Director of Special Education

**Salary:** Based on rank and experience in accordance with CKEC's Salary Schedule

**Evaluations:** Performed annually by the Director of Special Education

### **Responsibilities:**

1. Identify, access, and use existing resources to support efforts of member districts in providing effective, evidence-based supports to students with disabilities.
2. Develop and provide high quality professional learning activities for administrators and staff who teach students with disabilities.

3. Support districts in meaningful evaluation of existing programs, instructional strategies, and postsecondary transition requirements for students with disabilities to determine impact and relevance.
4. Support districts in the development and implementation of long-range action plans designed to improve academic and/or behavioral outcomes for students with disabilities.
5. Support districts in closing gaps and improving outcomes for students with disabilities as measured by State Performance Plan/Annual Performance Report Indicators.
6. Serve as a liaison between districts and CKEC to determine technical assistance, coaching support, and training needs.
7. Provide training and technical assistance for districts on evidence-based practices and specially designed instruction, including ongoing data collection and analysis of effectiveness.
8. Support districts in building an infrastructure for effective instructional coaching practices.
9. Attend trainings, workshops, and conferences (as applicable and approved by supervisor) to maintain awareness of current information and best practices in the field of special education.
10. Participate in KDE task groups as assigned by supervisor.
11. Willingness to travel inside and outside the CKEC region regularly for meetings, training, and professional development.
12. Perform other duties as assigned by the Director of Special Education.