

Job Title: Exceptional Student Services Teacher Liaison

Supervisor: Exceptional Student Services Director

Employment Terms: 12 Months

Salary Range: \$50,000 - \$70,000

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Enhances a working relationship with member ESS departments, district counselors and CTE Directors to expand a positive West-MEC presence.
- Coach staff on differentiated instruction practices and the implementation on accommodations and modifications within the classroom setting.
- Works with Exceptional Student Services Director to perform monthly processing of IEP/504 documents that are due for renewal.
- Supports Exceptional Student Services Manager and Campus Counselors in ensuring academic support plans of all secondary and adult students with documented disabilities are being implemented and followed by West-MEC campus staff.
- Coordinates supportive efforts of member district in IEP/504 meetings.
- Assists the Exceptional Student Services Director in obtaining initial ESS records from member district schools.
- Serve as a liaison to member districts for student's participation in West-MEC Central Programs that have an IEP/504.
- Assists the Exceptional Student Services Director in training of West-MEC campus staff in understanding and implementing 504s and IEPs.
- Available for consultation with parents, principals, campus counselors and classroom teachers of students receiving special education and 504 services.
- Maintains an effective communication system with the West-MEC Registration Office.
- Participates in district programs, committees, advisory council, Think Tanks, and initiatives.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems, and/or resolving conflicts.
- Advocate on behalf of students to the Exceptional Student Services Director.
- Other duties as assigned.

Knowledge and Skills:

- Knowledge of West-MEC district policies and procedures.
- Ability to prioritize.
- Excellent problem-solving skills.
- Skill in establishing and maintaining effective working relationships with co-workers, educational partners, students, parents, business and industry.
- Skill in operating a personal computer utilizing a variety of software applications.
- Knowledge of Career and Technical Education programs.
- Knowledge and experience within transition programs.

Requirements:

- 3-5 years' experiences as a secondary school special education instructor.
- 2 years' experience in mentoring or staff coaching.
- Must possess Bachelor's Degree in special education (Mandatory).
- Arizona Department of Education Special Education Teacher Certification (Mandatory).
- Ability to maintain a high level of ethical behavior and confidentiality.
- Ability to work outside normal working hours.
- May be required to travel to perform job functions.
- Must pass a fingerprint clearance and background check.
- Obtain an Arizona Driver's License.
- Active involvement in professional organizations (ACTE, ACTEAZ).
- Must be able to lift 50 lbs.

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: When Filled

Start Date: 2022

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.