IMAGINING the possibilities. MAKING THEM HAPPEN.

Indiana Department of Education

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

JOB ANNOUNCEMENT

Education Specialist

JOB POSTING ID: **601906**

APPLY BEFORE: **April 18, 2016**

LOCATION: **Indianapolis**

TO APPLY: **www.careers.IN.gov**

HIRING SALARY: **$53,000 but will be commensurate with experience**

JOB DESCRIPTION:

Incumbent functions as an Education Specialist within the Indiana Department of Education's (IDOE) Office of Special Education which ensures that all eligible students with disabilities are provided a free appropriate public education in the least restrictive environment and has the federally mandated responsibility to provide general supervision of all local education agency (LEA) special education programs. The incumbent is responsible for: (1) providing expertise for improvement activities related to early childhood outcomes, least restrictive environment, and transition from early childhood; (2) participating in early childhood initiatives, programs, and activities statewide; (3) serving as a member of the monitoring team; (4) providing specific expertise on the collection and reporting of federal indicators pertaining to preschool settings and skills, parent involvement, transition from Part C to Part B services; and (5) providing technical assistance to LEAs. This position encompasses, but is not limited to, the following responsibilities:

- Coordinate and oversee all activities necessary to monitor assigned specific indicators as part of the federal monitoring responsibilities, including data collection, analysis, file reviews, and related monitoring activities
- Draft (and update as needed) the applicable chapters of the State Performance Plan and Annual Performance Report (APR) for timely submission to the USDOE
- Develop, implement, and maintain operational procedures and protocols for data collection, analysis, and monitoring activities specific to the indicators for which the incumbent has responsibility
- Ensure requisite timelines are met
- Work with the local education agencies that have had a finding of noncompliance to determine a root cause analysis, develop a corrective action plan and provide technical assistance and resources to implement the plan
- Conduct on-site visits to LEAs as necessary for monitoring purposes as well as technical assistance

- Consult with other IDOE staff as well regional and national technical assistance centers as necessary
- Respond to questions from internal and external stakeholders on issues related to the provision of special education and related services
- Provide technical assistance to LEAs, IDOE and other state agencies
- Promote innovation and best practices to improve outcomes for students with disabilities
- Develop and maintain professional working relationships with state and national education professional organizations
- Actively participate as member of the Office of Special Education
- Assist the Assistant Director of Special Education and complete other duties as assigned

PREFERRED EXPERIENCE & COMPETENCIES:

Minimum of Bachelor degree in special education or related field plus at least one (1) year of work experience in special education or a related field.

- Knowledge and understanding of requirements and purposes of IDEA, Article 7, and FERPA
- Demonstrates knowledge of internal and external customers; is sensitive to customer needs and expectations
- Possesses adequate knowledge skills and experience to perform the duties of the job
- Adapts readily to new situations and changes in the workplace; works well under pressure; learns and functions well under widely different situations and circumstances
- Clearly and effectively expresses self in the presentation of ideas; comprehends oral and written information
- Works well under pressure; responds appropriately to stressful situations
- Maintains confidentiality of information or materials appropriate to position
- Recognizes and defines problems; thoroughly obtains and analyzes facts; uses resources and techniques to develop sound solutions while foreseeing possible consequences
- Establishes priorities and work sequences to coordinate efforts, maintain work flow and meet deadlines
- Ability to travel locally and regionally as responsibilities demand
- Working knowledge of Microsoft Office programs