



Job Title: **Special Education Cluster Leader**

Department: **School**

Supervisor: **Principal / Director of Special Education**

Lane Placement: **Licensed Salary Schedule**

Schedule: **Varies**

Evaluation Group: **JPAS**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Special Education Cluster Leader must have teaching experience in Special Education. The Cluster Leader must have strength in organization, working with parents, and coaching special education teachers. The Cluster Leader must also have very strong collaboration and problem solving skills.

ESSENTIAL FUNCTIONS

- Acts as central facilitator for cluster special education programs within the local school.
- Coordinates and assists with evaluations, scheduling and placement procedures for cluster programs.
- Assists the IEP team in planning, prescribing and developing IEPs for students with disabilities in cluster programs.
- Assures that student files comply with state and federal rules and regulations and are kept in a secure, locked file cabinet.
- When appointed by the principal, serves as the LEA representative for IEP meetings.
- Acts as a liaison between the district and the local school.
- Assists and consults with assigned special education staff in the development and implementation of academic and/or behavior programs.
- Responds to situations requiring crisis intervention.
- Assures that SCRAM records required by local and state agencies are accurately maintained.
- Performs other duties and responsibilities.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a Bachelor's Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah within the relevant "License Area of Concentration" and if applicable, "Endorsement".
- Requires No Child Left Behind Highly Qualified Status for NCLB teaching assignments.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- While performing the duties of this job, the teacher is regularly required to speak and/or hear. The employee is frequently required to stand, walk, reach with hands and arms, and stoop, kneel, or crouch. The teacher is occasionally required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.
- The teacher must be able to respond to the unique educational needs of students with disabilities in a stressful setting.
- This job may emphasize intervention with and management of aggressive and self-abusive students, angry students, emotional students, students with infectious diseases, and personal physical abuse.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____ HR _____

Effective date: 6/10/2020