



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Special Education Coordinator

**Department:** Education

**Posting Issued:** August 31, 2023

**Posting Closing:** Until Filled

**Position Location:** 380 W. 2<sup>nd</sup> St Dayton, OH 45422

**Job Type:** Full-time

**Salary:** \$75,000

**Shift:** 1st

### **BENEFITS**

Insurance: Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

Paid Time Off: Paid Vacation, Sick Leave and Personal Leave;

Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

Other: Tuition Reimbursement

### **DISTINGUISHING JOB CHARACTERISTICS**

Serve as a member of the district administrative team assisting the Director developing and managing a year-round educational program. This includes coordinating day-to-day operations and supervising teaching staff to ensure quality educational programming and district compliance with IDEIA and ODE Operating Standards for Students with Disabilities. Assist the Director aligning school operations with standards set forth by the State of Ohio Board of Education and educational standards of the American Correctional Association and the Ohio Department of Youth Services. Support the instructional staff serving students with diverse academic needs that range from lower elementary through high school.

**“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”**

### **QUALIFICATIONS**

Master’s degree in Education, Special Education, Educational Administration, or related field with a minimum of three years working youth who are at risk of school failure. In addition, three-to-five years of teaching experience in a variety of secondary special education environments. Preference will be given to candidates with experience working with students with emotional disturbance and/or students within an urban setting. Ohio Department of Education K-12 Mild/Moderate or Moderate/Intensive Intervention Specialist license is required. Principal licensure is preferred; however, consideration will be given to candidates who demonstrate willingness/ability to obtain. Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

Contact Info: [hr@mcjcoho.org](mailto:hr@mcjcoho.org)

**AN EQUAL OPPORTUNITY EMPLOYER**

**POSITION DESCRIPTION**  
**Montgomery County Common Pleas Court**  
 Juvenile Division

<b>CLASSIFICATION TITLE:</b>	Special Education Coordinator
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<b>DEPARTMENT</b>	Education	<b>EMPLOYMENT STATUS</b>	Full-time
<b>FLSA STATUS</b>	Exempt	<b>REPORTS TO</b>	Director of Education
<b>PAY GRADE:</b>	B07	<b>WORK SCHEDULE</b>	40 hours per week

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.*

Assist Director supervising, managing, coaching, training and evaluating the performance of teachers and other assigned school staff.

Assist Director coordinating, supervising and monitoring the curriculum provided by teaching staff.

Conduct regular staff meetings and conferences with individual teachers to foster effective communication and continuous process improvements.

Assist Director establishing annual goals and performance objectives for the educational program.

Participate in recruitment of educational staff and school volunteers.

Assist in developing and/or monitoring the school's safety and security plan in concert with the overall facility safety and security program.

Teach and provide academic instruction to youth as needed during times of special education staff absence and/or should caseloads exceed maximums mandated by the Ohio Department of Education. Support education staff in presenting educational materials and lesson plans appropriate to the academic needs of youth achieving at various grade levels.

Observe youths' behavior and maintain awareness of the youths' emotional and physical needs with particular attention to: depression, suicide ideation and aggressive tendencies.

Support special education staff to plan and implement daily lessons in accordance with educational curriculum and Ohio Learning Standards. Assist in developing individualized educational programs for each student that includes daily, weekly and quarterly objectives.

Support special education and general education staff in evaluation of student work; reporting on overall academic progress and progress monitoring behavioral interventions. Demonstrate thorough understanding of assessment of student abilities, conduct proficiency tests, and support special education staff recording grades/student academic achievement.

Support special education and general education staff monitoring and directing student behavior and pro-social skill development within the scope of the cognitive – behavioral model and facility-specific PBIS systems.

Support special education and general education staff creating, assessing and/or selecting various classroom materials to meet diverse student academic needs in accordance with student IEP's. Support education staff in gathering developmentally appropriate instructional materials via community and educational resources and adapt materials, as necessary, to ensure alignment with students' academic and/or functional skillsets

Collaborate with staff regarding student academic/behavioral concerns and social-emotional needs. Interact with medical and treatment staff regarding physical and psychological conditions of the students.

Meet with parents and county district representatives to respond to questions, provide feedback and discuss students' academic and/or behavioral progress and ongoing concerns in order to design realistic educational programs for students' after-care educational needs.

Support special education staff in mainlining student attendance, academic records, and discipline reports. Submit records to Judges, Magistrates, Probation Officers, parents and others as required.

#### OTHER DUTIES AND RESPONSIBILITIES

Attend various facility events and activities. Participate in various task groups, committees and treatment team to improve overall program quality. Attend monthly special education administrative meetings at the Montgomery County ESC/Region 10 SST.

#### SCOPE OF SUPERVISION

Teachers; school volunteers

#### EQUIPMENT OPERATED

Computer; VCR/DVD; television; overhead projector; copier, fax machine, telephone and other general classroom and office equipment.

#### CONTACTS WITH OTHERS

Director, teachers, youth, parents/legal guardians, facility treatment staff, Administrative and Management staff, Community School staff, counselors, etc.

#### CONFIDENTIAL DATA

Youth records including but not limited to: personal background, social history, mental evaluations, educational evaluations, discipline reports, and academic records.

#### WORKING CONDITIONS

Individual classroom setting within a secure correctional treatment environment; contact with potentially violent youth. Possible exposure to the following: contagious diseases, head lice and bloodborne pathogens.

#### USUAL PHYSICAL DEMANDS

*Position incumbents performing this job's essential duties and responsibilities typically exhibit the following physical demands. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing duties of this job, the employee normally must be able to stand or sit for extended periods of time while teaching. The employee commonly must adjust visual focus to read materials and computer screen. The employee must be able to converse with the youth, visitors, and family members and to hear. Must be able to assist in a physical intervention.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** human growth and development; education principles and standards; behavior management; teaching strategies for students in non-traditional education settings and those with emotional, behavioral and/or learning disabilities; student motivation and behavior management; crisis intervention processes; basic psychology and human relations; security and safety precautions; classroom organization/management; cognitive development and dysfunction in children and adolescents; reading challenges and applicable reading interventions.

**Ability to:** respond to diverse learning needs by adapting curriculum/materials accordingly; work in a secured environment; work with juveniles who are at risk; communicate with students with a wide range of academic and cognitive abilities, school experiences, and disciplinary challenges; empathize with youths' personal adversities and serve as positive role model; develop and maintain effective working relationships with colleagues, youth, family members, and visitors; maintain student confidentiality; exhibit creative problem solving.

**Skill in:** diverse pedagogical practices; Multi-Tier Systems of Supports (MTSS)/Response to Intervention (RTI), behavior interventions and progress monitoring; verbal and written communication; CPR; First Aid and other safety and security protocols; listening; operation of computer and variety of computer software applications.

#### QUALIFICATIONS

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Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

#### LICENSURE OR CERTIFICATION REQUIREMENTS

K-12 Mild/Moderate or Moderate/Intensive Intervention Specialist License; Principal License (preferred); CPR; First Aid

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.