

# Teacher – Special Education Instructional Facilitator (SEIF), K–12 Qualified Candidate Selection Pool (QSP)

## Position Details

Job Code: C8130

Division: Human Resources

Classification: Certified

Terms of Employment: [This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

The individual(s) selected for the SEIF QSP will provide specialized support for a school, or schools, to address the needs associated with serving students with disabilities. These supports include, but are not limited to: assisting the school principal in all aspects related to special education and ensuring all guidance aligns with the Individuals with Disabilities Education Act (IDEA), Nevada Administrative Code (NAC), Nevada Revised Statutes (NRS), and Clark County School District (CCSD) policies and procedures; coaching, mentoring, and modeling research-based instructional strategies, interventions, data collection, and techniques for teachers and support professionals; providing assistance with classroom management, including the implementation of positive behavior supports and individual behavior intervention plans (BIPs); communicating and collaborating with the Student Services Division (SSD), related service providers, families, and other stakeholders; assisting parents/guardians with problem-solving and connecting to resources; monitoring confidential folders and individualized education programs (IEPs) for compliance purposes; ensuring school

based teams utilize the data-based decision process, serve as Local Education Agency (LEA) representative as designated by the school principal; and creating and ensuring systems and structures are in place to monitor compliance with CCSD and IDEA timelines. SEIFs selected for these positions will be required to attend regularly scheduled professional learning sessions, maintain Crisis Prevention Institute (CPI) certification, and attend biennial refresher professional learning (PL). Individuals who are placed in the QSP will have the opportunity to apply at school sites or for SSD positions. This person selected for this position is expected to adhere to the CCSD *Professional Domains and Standards for Licensed Employees* and will report directly to the site-based administrator (school-based), or SSD Director (centrally-based).

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supports, mentors, and models high-quality instruction and intervention strategies and techniques aligned to Nevada Academic Content Standards (NVACS), NVConnectors, and the Nevada Educator Performance Framework (NEPF).
2. Plans, prepares, and facilitates PL and follow-up staff meetings to support school-based administrators and personnel with the implementation of the IDEA, NAC, and CCSD policies related to serving students with disabilities.
3. Works collaboratively with teachers to model effective data-driven, decision-making processes that prioritize serving students in the least restrictive environment (LRE).
4. Provides coaching and mentoring support for teachers related to instruction, data collection and evaluation, lesson planning, developing and implementing interventions, developing IEPs and BIPs, collaborating with other team members, and implementing supplementary aids and services.
5. Observes classroom instruction, and conferences with teachers to implement research-based strategies addressing the needs of students with disabilities.
6. Utilizes the coaching cycle to improve instruction for students with disabilities and to improve student learning in the LRE.
7. Works collaboratively with the school-based administrators and classroom teachers to effectively implement evidence-based intervention strategies and high-leverage practices to accelerate student learning in the LRE.
8. Assists licensed staff, including substitute teachers, in developing, interpreting, and implementing IEPs and behavior intervention plans, as appropriate.
9. Ensures SSD involvement (Region teams Kindergarten–ungraded [UN], or the

Early Childhood department, Pre-K) when changes of placement to more restrictive environments, or changes of placement that result in a student changing campuses are being considered by the school team.

10. Informs site administration of special education concerns/issues that may be supervisory in nature.
  11. Collaborates with administration to ensure that students with disabilities are receiving a free and appropriate education in the LRE appropriate for their needs, as determined through data.
  12. Assists parents/guardians in problem-solving and acquiring the necessary knowledge and skills to support the development and implementation of their child's IEP.
  13. Routinely monitors confidential folders and IEPs to ensure accuracy, completeness, and compliance.
  14. Maintains confidentiality and organization of records through observable procedures consistent with division and site directives.
  15. Collaborates with counselors, licensed staff and administration when designing class schedules as it relates to students with disabilities.
  16. Assists IEP teams in the development and implementation of transition plans.
  17. Collaborates effectively and professionally with administration, staff, parents/guardians, and the community.
  18. Integrates the use of technology into the instructional program in accordance with the Nevada K–12 Integrated Technology Standards.
  19. Collaborates with various teams (Multi-Tiered System of Supports [MTSS], Response to Intervention [RTI], 504) on interventions and accommodations.
  20. Performs other job-related duties and activities related to the position, as assigned.
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## **Mandatory Professional Learning**

Professional learning for SEIFs will be provided centrally at a maximum of twice a month. Personnel from divisions and departments throughout CCSD will conduct these collaborative professional learning sessions. These sessions will be conducted during the scheduled work assignment.

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## **Position Expectations**

1. Demonstrate ability to support, mentor, and model high-quality instructional and intervention strategies specifically designed for students with disabilities.

2. Demonstrate strong knowledge of federal, state, and local mandates and procedures as it relates to students with disabilities.
  3. Demonstrate strong knowledge of special education programs and services in CCSD and the community.
  4. Demonstrate effectiveness in planning, organizing, and coordinating meaningful activities for appropriate individuals and/or groups in a pleasant, professional manner.
  5. Exhibit proficiency in the use of CCSD's electronic IEP system.
  6. Lead professional learning activities for staff as they relate to special education.
  7. Work cooperatively with students, parents/guardians, peers, administration, and community members.
  8. Maintain accurate and complete records as required by law and CCSD policy.
  9. Participate as an active member with all faculty and staff.
  10. Work in a collegial manner with all CCSD staff to provide students an appropriate education in the LRE.
  11. Maintain and improves professional competence.
  12. Communicate effectively both written and verbally.
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## **Position Requirements**

### **Education and Training**

1. An earned bachelor's degree from an accredited college or university.
2. Completed three (3) years of successful teaching experience in special education programs and/or related services.
3. Demonstrated evidence of instructional leadership (team leader, teacher mentor, department chair/coach, instructional coach, teacher leader, etc.).
4. Successful admission to the CCSD's SEIF QSP; or,  
At least (1) year (12 months) of successful experience in an accredited K–12 public or private setting in an equivalent position at the time of application.

**NOTE:** Out-of-district candidates hired for this position must complete CCSD PL by the end of the school year in which they begin employment.

### **Licenses and Certifications**

1. Must possess or be able to acquire, by time of appointment to the position, a teaching license issued by the Nevada Department of Education (NDE).
2. Hold, or be able to hold, an endorsement in a special education area(s).
3. Applicant/employee must be able to provide their own transportation.

## **Preferred Qualifications**

None specified.

**When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Created: 03/24/25