

# Teacher – Special Education Instructional Facilitator (SEIF), K–12

## Position Details

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

---

## Position Summary

The special education instructional facilitator is a position designed to address the duties and responsibilities that a large special education population creates within a school or group of schools. The role of the special education facilitator is to be an educational leader and advocate for students with disabilities within the school setting. He/she will actively support the assigned school(s) to ensure that a strong commitment to improving academic and social achievement of students with disabilities is evident. The special education facilitator collaborates with appropriate individuals so that the educational needs of students with disabilities are appropriately addressed and in compliance with Clark County School District/division procedures as well as applicable federal and state laws. This person selected for this position is expected to adhere to the District *Professional Domains and Standards for Licensed Employees* and will report directly to the Region Director, Student Services Division (SSD).

---

## Essential Duties and Responsibilities

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

1. Support, mentor, and model best practice instructional strategies and techniques.
  2. Exhibit a strong commitment to improving academic and social achievement for students with disabilities.
  3. Attend division and area facilitator/liaison meetings.
  4. Effectively communicate division procedures and best practices to site administration and staff through regular staff meetings.
  5. Facilitate staff development activities related to students with disabilities for administration, licensed, and support staff.
  6. Inform site administration of special education concerns/issues that may be supervisory in nature.
  7. Assist division and region teams, administration, licensed, and support professional with the effective implementation of federal, state, and local mandates.
  8. Ensure that students with disabilities are receiving a free and appropriate education in the least restrictive environment.
  9. Assist parents/guardians in problem solving and acquiring the necessary knowledge and skills to support the development and implementation of their child's Individualized Education Program (IEP).
  10. Provide staff with information on scientifically based instruction, positive behavioral supports (including Applied Behavior Analysis (ABA), etc.), and other effective classroom management techniques.
  11. Assist licensed staff in providing technical information, preparing IEPs, and/or referrals for additional/alternative academic and/or positive behavioral supports.
  12. Monitor, on a regularly scheduled basis, confidential folders and IEPs to ensure accuracy, completeness, and compliance.
  13. Maintain confidentiality and organization of records through observable procedures consistent with division and site directives.
  14. Collaborate with licensed staff and administration when designing class schedules as it relates to students with disabilities.
  15. Assist IEP teams in the development and implementation of transition plans.
  16. Effectively use and train building staff to use the division's electronic IEP system.
  17. Collaborates effectively and professionally with administration, staff, parents/guardians, and the community.
  18. Integrate the use of technology into the instructional program in accordance with the Nevada K–12 Integrated Technology Standards.
  19. Participate in other job-related duties and activities related to the position, as assigned.
-

## Position Expectations

1. Demonstrates ability to support, mentor, and model best practice instructional strategies specifically designed for students with disabilities.
  2. Demonstrates strong knowledge of federal, state, and local mandates and procedures as it relates to students with disabilities.
  3. Demonstrates strong knowledge of special education programs and services in the District and the community.
  4. Demonstrates effectiveness in planning, organizing, and coordinating meaningful activities for appropriate individuals and/or groups in a pleasant, professional manner.
  5. Exhibits proficiency in the use of the District's electronic IEP system.
  6. Leads professional learning activities for staff as they relate to special education.
  7. Works cooperatively with students, parents/guardians, peers, administration, and community members.
  8. Maintains accurate and complete records as required by law and District policy.
  9. Participates as an active member with all faculty and staff.
  10. Works in a collegial manner with all District staff to provide students an appropriate education in the least restrictive environment.
  11. Maintains and improves professional competence.
  12. Communicates effectively both written and verbally.
- 

## 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.

### 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. A valid driver's license or state-issued identification card.

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

### **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**

- Revised: 03/31/23
- Created: 05/05/10