

COOPERATIVE EDUCATIONAL SERVICES

Personnel Department Job Description Addendum

Title: **Component Leaders: Special Education**

Responsibilities:

1. Assist program administrator in the development and organization of educational curriculum for their assigned component level.
2. Offer guidance/support to program staff as requested by program administrator with regard to behavior management, crisis intervention, teaching strategies, IEP development and implementation and general program operating procedures.
3. Assist the program administrator in the orientation and training of new staff.
4. Facilitate regularly scheduled meetings with assigned component staff.
5. Assist the program administrator in the organization and collection of quarterly progress reports, mid-year and annual review reports for students within assigned component.
6. Plan and coordinate special projects/program activities (e.g., CMT/CAPT testing, student awards activities, multi-cultural fair) as assigned by program administrator.

These statements are intended to describe the general nature and level of work being performed. Specific duties and responsibilities may vary, depending on the assignment. C.E.S. reserves the right to add/ change duties at any time.

This job description has been reviewed by the employee and _____ (print name)
understands its content.

Employee Signature

Date: _____