

# FREMONT COUNTY SCHOOL DISTRICT #1

Lander, Wyoming  
An Equal Opportunity Employer

## VACANCY ANNOUNCEMENT

April 10, 2025

**POSITION:** Special Education Coordinator

**LOCATION:** District

**SALARY:** \$49,875 minimum (based on 2024-2025 salary schedule); generous benefits

**CONTRACT:** 185-day contract

**START DATE:** August 18, 2025

**APPLY BY:** **April 25, 2025**

**QUALIFICATIONS:** As a leader of special education teams, the Special Education Coordinator must possess an in-depth understanding of the Individuals with Disabilities Education Act (IDEA), Wyoming's Chapter 7 Rules Governing Services for Students with Disabilities, and local policies and procedures. Candidates must have the demonstrated ability to apply these requirements throughout the special education process (i.e. evaluation, eligibility determinations, IEP development, progress monitoring) to ensure practices and documentation meet federal and state requirements. The Coordinator must have excellent interpersonal and communication skills and the ability to partner with staff and parents with tact, warmth, and enthusiasm. Candidates must also possess adequate computer and educational technology skills, keen problem solving skills, patience, honesty, creativity, and sound judgment.

A degree in special education or a related field with valid Wyoming certification in special education or a related field is required. The position requires a minimum of five years of experience in special education or a related field. Demonstrated expertise in working with students with behavioral challenges is preferred but not required.

**DESCRIPTION:** The Special Education Coordinator works closely with the Student Services Director, principals, teachers and service providers to facilitate the special education process and ensure a free, appropriate public education for students with disabilities. The Coordinator schedules team meetings, acts as chairperson for evaluation and IEP meetings, organizes and finalizes required paperwork, and serves as the parents' primary point of contact. The Coordinator also provides ongoing technical assistance to staff and assists with the district's professional development and training efforts.

**TO APPLY:** Visit our website at [www.landingschools.org](http://www.landingschools.org), and click on the 'Employment' button to view our current postings. Follow the instructions for completing the online application.  
Phone: (307) 332-4711 E-mail: [hr@landingschools.org](mailto:hr@landingschools.org)

*Fremont County School District #1 does not discriminate on the basis of age, race, color, religion, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities. FCSD #1 operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973.*

*Inquiries concerning Title VI, Title IX, ADA, and Section 504 may be referred to the Curriculum Director (who is also the Coordinator for the Office for Civil Rights), Fremont County School District 1, 863 Sweetwater, Lander, WY 82520 or telephone (307) 332-4711; the Wyoming Department of Education, Office for Civil Rights Coordinator, 122 W. 25<sup>th</sup> Street, Suite E200, Cheyenne, WY 82002-2060, or telephone (307) 777-7222; or Office for Civil Rights, Denver Office: U.S. Department of Education; Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3482; Telephone: (303) 844-5695; TDD: 800-877-8339; email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov). This information will be provided in an alternative format upon request.*