

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-224 **Issue Date:** 08-07-18 **Closing Date:** 08-21-18

Special Education Coordinator
Tribal School
Department of Human Services
Hourly Wage: \$24.90/Regular/Full-Time

The Special Education Coordinator is a highly responsible position. The position provides and coordinates services related to the screening and evaluation. Diagnosis and implementation of services to identified students. This position provides support services in the form of supplying resources, training, and assistance to regular educators. Special Education Coordinator is responsible for providing highly specialized services and instructions for Special Education students using a variety of training methods.

Knowledge, Skills and Abilities:

- Knowledge of basic math, including using fractions, percent, ratios.
- Knowledge to read a variety of manuals, writing documents following prescribed formats or present information to others and understand complex, multi-step written and oral instructions.
- Knowledge of based competencies required to perform the functions of the job include; pertinent laws, codes, policies and regulations, personnel process, standard business practices, age appropriate student activities, safety practices and procedures.
- Knowledge of child development stages of behavior code, laws, rules, regulation policies and cost fund account, grammar, spelling and punctuation and health standards.
- Knowledge of community resources, safety and security practices for the school.
- Knowledge of disciplinary policies, rules and regulations, required resources, facilitating meeting, interviewing techniques and practices investigating problems, planning agendas/meetings.
- Ability to schedule a variety of activities, meetings and events.
- Ability to regularly gather, collect, categorize data and use job-related equipment.
- Ability to be flexible to work with a variety of circumstances to analyze data utilizing different processes and operate equipment using standardized methods.
- Ability to work with a significant diversity of individuals or groups.
- Ability to perform job duties including, adapting to changing work priorities, and communicating with diverse groups and individuals.
- Ability to meet scheduled deadlines in a timely manner.
- Ability to analyze issues and create an action plan.
- Ability to operate standard office equipment including: using a variety of software applications, planning and managing projects, preparing and maintaining accurate records, analyzing budgets, and applying curriculum and instructional techniques.
- Skills in problem solving with data that frequently requires independent interpretation of guidelines and problem solving with limited to moderate equipment.
- Skills to perform multiple tasks in order to meet job changing conditions such as, classifying data or information comparing results, and conducting meetings and critical observation.

Minimum Requirements:

- Bachelor's Degree in Special Education.
- Two years work experience with increasing levels of responsibilities.
- Required to pass pre-employment drug test.
- Ability to pass a background check according to Yakama Nation Tribal School requirements.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Driving Permit.
- Must have First Aid/CPR card or ability to obtain one within 30 days of hire.
- Must not have history of child abuse or neglect.
- Must have no history of drug or alcohol abuse.
- Must have Washington State Teaching Certification.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.

Preferred Requirements:

- Master's Degree with Special Education endorsement.
- Designated Subject Matter Endorsement.
- Valid Washington State Teacher's Certificate with Specials Education endorsement.