



Position Title: Special Education Facilitator assigned to Albany Area Schools

Reports To: Special Education Supervisor

FTE: 1.0 FTE

Bargaining Group: WCED Certified Staff

Work Year: 182 Days

The Special Education Facilitator provides leadership and support for special education services within an assigned member district. This non-supervisory position, under the teacher contract, is designed to lead special education systems and facilitate pre-referral and evaluation processes. The role may fulfill selected duties of a school psychologist in cases where a licensed psychologist is unavailable, with contracted providers supporting functions outside the scope of licensure.

Essential Functions

- Serve as the special education lead within the assigned member district.
- Participate in and support district- and building-level MTSS teams.
- Assist in the development of system-wide goals and data-informed strategies.
- Monitor implementation and fidelity of academic and behavioral interventions.
- Contribute to strategic initiatives including PBIS, CEIS, ADSIS, LETRS, and restorative practices.
- Support teachers in the use of research-based interventions across tiers.
- Monitor progress data and assist with decisions around movement between tiers.
- Participate in student support and data review meetings such as grade-level teams, SAT, and BAT.
- Facilitate child study and special education evaluation processes.
- Collaborate with teams to identify evaluation needs and interpret available data.
- Administer selected assessments within scope of licensure (e.g., behavior rating scales).
- Coordinate with contracted school psychologists for assessments requiring licensure (e.g., cognitive/IQ).
- Provide leadership in ASD evaluations and assist with eligibility determinations.
- Review initial evaluations for compliance and quality.
- Problem-solve unique cases in collaboration with the school psychology/facilitator team and special education supervisor.
- Meet regularly with administrators and special education supervisor to address student, teacher, or program needs.
- Participate in annual planning for initiatives such as program evaluations, training priorities, and support for new staff.
- Review student move-ins for eligibility and assist with case manager assignment.
- Coordinate behavioral referrals to external programs in partnership with administrators.
- Support training efforts for teachers and paraprofessionals as requested.
- Contribute to data collection and reporting for CEIS, ADSIS, MTSS, and December 1 Child Count.
- Complete workload analysis annually and as requested by district leadership.

Professional Expectations

- Demonstrates professionalism in appearance, communication, and conduct.



WEST CENTRAL EDUCATION DISTRICT

- Maintains confidentiality and adheres to high ethical standards.
- Builds collaborative and respectful relationships with students, families, and colleagues.
- Participates actively and effectively in meetings with preparation and follow-through.
- Communicates clearly in both verbal and written formats.
- Is reliable, punctual, and follows through on assigned responsibilities.
- Provides leadership and problem-solving through creativity, initiative, and training support.

Position Limitations

The Special Education Facilitator does **not**:

- Supervise staff
- Assign paraprofessional schedules
- Serve as Administrative Designee at IEP meetings
- Coordinate 504 Plans
- Provide long-term counseling or direct IEP services
- Assign case managers (decision made in collaboration with building administrators)

Education & Experience: Minimum of a Bachelor's Degree in Special Education, minimum 3 years of experience in a special education teaching role

Salary Range: \$45,702-\$90,062 depending on education and experience

Licenses, Certifications, & Registrations:

Licensed as a Special Education Teacher by PELSB

Valid Driver's License

To Apply:

Email the completed [job application](#), letter of interest, and 2 letters of reference to Erin Hoffman, Executive Director at ehoffman@wced6026.com.