

Cabell County Schools
Job Description
Special Education Academic Specialist

Position: Special Education Academic Specialist

Location: Central Office Title I Schools

Reports To: Deputy Superintendent of Instruction & Leadership

Length of Employment: 220 days

Salary: As per Cabell County pay schedule

Qualifications:

1. Valid West Virginia teaching certification.
2. Must have a minimum of five years cumulative teaching experience in special education.
3. Preference is given to individuals who have knowledge and experience in the Science of Reading.
4. Preference is given to individuals who can understand and demonstrate the IEP process.
5. Preference is given to those individuals who can demonstrate a deep knowledge of the pedagogy associated with the implementation of the job responsibilities, including successful interventions, reading, and mathematics.
6. Preference is given to individuals who can demonstrate a deep knowledge of analysis of data that drives instructions in support of student achievement within the special education arena.
7. Preference given to those individuals who can demonstrate effective coaching, communication, technology integration and training techniques to implement the District's Strategic Plan action steps that meet the assigned school goals for improved instruction. Preference given to those who have received professional development in research-based intervention programs.
8. Documented experience using assessment data for measures of academic progress such as General Summative Assessment, DLM, interim tests, benchmark reading/math, or other data that has an impact on instruction and intervention.
9. Documented evidence using foundational components and latest research of instructional practice, interventions, technology and assessment.

Responsibilities

1. Provide support and assistance to all special education teachers and special education aides in the full and skillful implementation of district's adopted reading/language arts and math programs.
2. Provide support and assistance to all special education teachers in the full and skillful implementation of implementing the IEP within the academic arena.
3. Conduct demonstration lessons to ensure that all teachers have been trained to an advanced level of delivery and are using the instructional materials as designed.
4. Provide a multi-tiered intervention and enrichment system for reading and math.
5. Provide instruction on successful technology integration that supports student learning.
6. Provide school based and county based professional development to ensure that teachers are knowledgeable about program components and understand the instructional design of how programs meet the standards.
7. Assist teachers with the integration of Science and Social Studies into the core curriculum.
8. Foster the development, implementation, evaluation and updating of curriculum and instructional practices.
9. Assist teachers in designing interactive and inclusive classroom environments that integrate content standards with differentiated learning strategies to support the success of students with disabilities.
10. Analyze and apply assessment data to inform instructional decision-making, refine curriculum implementation, and improve academic outcomes for students with disabilities.
11. Collaborate with teachers and administrators to design and implement differentiated instruction and scaffolded support aligned to individual student needs, ensuring access to grade-level standards
12. Serve as an instructional resource for evidence-based strategies and interventions in English Language Arts and mathematics, supporting improved achievement and progress monitoring for special education students.
13. Support the use and alignment of curriculum maps to ensure instructional coherence, vertical alignment, and intentional planning that meets the needs of diverse learners.
14. Provide instructional leadership at the school level by partnering with principals and leadership teams to strengthen data-driven practices and focused instruction. This includes Delivering targeted professional development, Supporting the development and implementation of School Improvement Plans, Facilitating Professional Learning Communities (PLCs), Coaching teachers and administrators through modeling, co-teaching, and feedback cycles
15. Maintain current knowledge of research-based practices, trends, and compliance requirements in special education, curriculum, and instruction; actively participate in ongoing professional learning to enhance effectiveness in the role.

16. Facilitate ongoing data review cycles with teachers and administrators, including the analysis of assessment results, monitoring of student progress toward goals, and evaluation of instructional effectiveness at the classroom and grade level.
16. Prepare forms, records, and reports as directed.
17. Attend meetings and trainings as directed.
18. Perform all other duties and services assigned by the Deputy Superintendent.