



STEP (Special Training and Education Program) Coordinator

Reporting to the Principals and Administrator, the STEP Coordinator will provide oversight to the Special Needs program.

Responsibilities:

- Evaluate student IEPs, 504 plans, assessments, and records, and conduct personal interviews, observations, and/or teacher/parent conferences to determine STEP enrollment suitability.
- Prepare individualized student educational plans and daily/weekly/monthly goals as needed
- Oversee the implementation of student educational plans by STEP personnel and make adjustments as necessary based on student progress and collaboration with the STEP team.
- Work collaboratively with parents, teachers, administrators, and other STEP personnel to create student service schedules
- Provide direct oversight to STEP aides and regularly evaluate performance and fulfillment of program expectations.
- Create plans that employ a variety of instructional aides, methods, and materials (including the general education curriculum) that will provide for creative teaching to reach the whole child; spiritual, mental, physical, social and emotional. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and teaching methods.
- Plan a program of study that, as much as possible meets the individual needs, interest and abilities of the students, challenging each to do his/her best work.
- Assess the learning of students on a regular basis and provide progress reports as required. Provide grades that accurately reflect the student's effort, progress, and ability to reach the goals that have been set.

Qualifications:

- BA (required) preferably in Special Education; Master's degree in educational field preferred
- Five+ years working in the Special Education field
- Experience working in a supervisory role

Salary: Based on education and experience

To Apply:

Fill out the Faculty application on the website at www.faith-christian.org/jobs.