



Catholic Diocese of Evansville
Catholic Schools Office
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School Name: [Reitz Memorial](#)

Contact Name: [Aaron Schmitt](#)

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Date Posted: [5/22/2023](#)

Date Closed: [Until Filled](#)

Job Type: [Certified/Licensed](#)

Employment Type: [Full-Time](#)

Title/Position: [Other](#)

Grade Level/Subject Area: [Resource](#)

Start Date: [7/17/2023](#)

Job Description/Responsibilities:

Position Summary

The Coordinator of Intervention Services provides direction and creativity to ensure continuous organizational development and improvement of special services. The Coordinator of Intervention Services is a highly collaborative position that implements and directs all programs and services related to special education, English Learners and overall student support. This position reports directly to the Principal. The performance appraisal of the Coordinator of Intervention Services is completed by the Principal. This position also supports, uphold and model the philosophy of Catholic education and the mission of the school.

Essential Job Functions

Reasonable accommodations may be provided to enable qualified individuals with disabilities to perform these essential functions; duties / responsibilities may change at any time with or without notice.

Academics

- o Facilitate meetings and processes for the purpose of implementing and maintaining Special Education programs and services, such as case conferences, vertical and transition planning meetings with other schools and new parent meeting
- o Provide ongoing support to general education faculty to develop strategies and practices to promote student success.
- o Advocate acceptance of, and provision of services for, students with disabilities and other learning challenges.
- o Coordinate applications for accommodations for local, state, and federal assessments.
- o Coordinate and administer accommodations for local, state, and federal standardized tests.
- o Provide leadership in planning and organizing staff development activities designed to promote more effective leadership, improve communication, and upgrade instruction.

Student Life

- o Advocate acceptance of, and provision of services for, students with disabilities and other learning challenges.
- o Assist Dean of Students with discipline of special education students as needed.

Guidance

- o Collaborate with the guidance department to promote student success.

Overall Policy and School Governance

- o Coordinate with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.
- o Work with the Assistant Principal of Curriculum and Instruction to prepare documentation and report data in compliance with Federal and State regulations.
- o Ensure that all special education programs and activities conform to federal, state, and diocesan guidelines.
- o Collaborate effectively with administration, faculty, counselors, staff, families, special education teachers, and the community for the purpose of planning, developing, implementing, maintaining, and evaluating educational services and/or programs.
- o Oversee the general operation of the special education department for Memorial High School.
- o Oversee coordination of shared program responsibilities, and liaison with schools and other agencies.
- o Continue to monitor the progress and progression of the department and report to Administration when needed.
- o Represent school in contacts with local, state, and federal agencies in matters pertaining to special education.
- o Communicate openly and effectively with students, community, staff, and administration.
- o Promote an informed, working relationship between partner schools regarding special services, EL programming and student support.
- o Consult with parents, teachers, and administrators in matters pertaining to the education of exceptional children.
- o Develop an atmosphere of respect, interest, and enthusiasm with the special services department.
- o Communicate effectively with all members of the special services department.
- o Keep abreast of new information, innovative ideas and techniques.
- o Perform all duties required by state and federal statutes and by Reitz Memorial policy and action.
- o Perform all duties of a department chairperson.
- o Other duties as assigned by the principal.

Competencies / Skills

- Excellent verbal and written communication skills.
- Ability to maintain detailed record keeping
- Ability to handle multiple projects, prioritize, and keep track of deadlines
- Proficiency in Powerschool, MS Office applications and ability to learn other software applications quickly.
- Ability to work independently, with limited direct supervision.
- Demonstrated professionalism, reliability, strong work-ethic to complete a job properly.
- Serve as a role model to demonstrate appropriate behavior to students.
- Ability to collaborate, lead, and coach adults.

Qualifying Work Experience

- 5 years of prior special education experience.

Required Education and Licensures

- Bachelor's degree in Intervention Services, Master's Preferred
- Certified to Teach in the State of Indiana
- Clean background check

Work Environment

- Work is generally performed in an office environment with exposure to computers and office equipment.

Physical Requirements

- Ability to perform work while sitting at a desk, standing and walking and ability to interface with computers for extended periods of time.
- Ability to walk and ascend and descend stairs in a safe manner.
- Ability to perform lifting, carrying weight up to 35 pounds.
- Fine motor skill dexterity for keyboarding, typing, writing, and filing materials.
- Ability to hear, and to speak clearly and distinctly when communicating and adequate visual acuity to perform duties.

Qualifications:

Must hold or be eligible to obtain a valid Indiana Teaching License.

Additional Instructions:

Application Instructions:

Thank you for your interest in working for the Catholic Schools of the Diocese of Evansville. Please email a letter of interest and completed application packet to the Catholic Schools Office at csso@evdio.org.

Application Packets can be downloaded from the Diocese of Evansville website.

Certified Teacher Application <http://www.evdio.org/certified-employee-application-instructions.html>

Non Certified Application <http://www.evdio.org/non-certified-employee-application-instructions.html>

Bus Driver Application <http://www.evdio.org/bus-driver-employee-application-instructions.html>