



Date Posted: 8-26-2022

Send resume to: Name: Sister Marilyn Ann Dudek  
Address: 68 E. Main St.  
Hamburg, NY 14075  
Email: [principal@ssp-phamburg.org](mailto:principal@ssp-phamburg.org)

Type of Employment: Summer:  Part-Time  If part-time, # of hours per week Full-Time:

Job Title of Open Position: Special Education Coordinator

Salary: Commensurate upon experience/education Salary will be:  hourly  other

Employer: Ss. Peter & Paul Department \_\_\_\_\_

Location Address: 68 E. Main St.  
Hamburg, NY 14075

Employer website: [www.ssp-phamburg.org](http://www.ssp-phamburg.org)

### **Brief Job Description**

Work in conjunction with the Hamburg District Special Education services provided by district staff in SSPP school; collaborate with classroom teachers, literacy specialist and staff in areas of special education, Academic Intervention Services to define appropriate activities for the students in relation to the curriculum; oversee the Student Support Team Process, CSE meetings, and meetings to create 504 plans; act as a liaison between Hamburg colleagues assigned to SSPP and teachers/parents; push-in or pull-out with some students in the areas of Math and ELA

### **Qualifications: Required Education/Experience**

- Bachelor's degree leading to a Master's degree; NYS permanent certification or working toward this (content area of spec. educ.); experience in elementary education—minimum of 1-2 years experience in classroom; preferred knowledge of and experience with STAR screening

### **Desired Skills**

- Technology skills; ability to communicate well with other teachers and parents; good classroom management skills; knowledge of special education requirements

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **ASAP**