



Date Posted: 6/28/2024

Send resume to: Name: Rachael Rizzo, Principal
Email: principal@sspphamburg.com

Type of Employment: Summer: Part-Time : If part-time, # of hours per week: approximately 20 hours per week Full-Time:

Job Title of Open Position: Part-time Special Education Coordinator

Salary: \$18-\$22 per hour based on teaching Experience and degree Salary will be: hourly _ other

Employer: SS. Peter and Paul Parish Department Teacher

Location Address: 68 E Main Street, Hamburg, NY 14075

Employer website: www.ssppsaints.org

Brief Job Description

SS. Peter and Paul Catholic School in Hamburg, NY, an elementary school serving children in Grades pre-K 3 through 8th Grade is seeking a part-time special education coordinator for the 2024-2025 academic year.

Any interested candidate should submit a cover letter and resume via e-mail.

Essential Duties & Responsibilities

- The candidate is responsible for following the RTI and SST process as outlined by SS. Peter and Paul School Administration
- The candidate is responsible for scheduling, facilitating, and communicating with all parties, any SST meetings held for SSPP students
- The successful candidate is responsible for ensuring the implementation of modifications and accommodations to instruction as indicated on IEP/ 504 plans
- The primary responsibility of this faculty member will be working with staff, parents, administration and Hamburg Central School District personnel to meet the individual needs of our students requiring additional services
- This teacher will work closely with the Hamburg Central School District SST team, special education teacher, academic intervention specialist, and teaching staff to observe, make recommendations and ensure interventions are provided to our students requiring additional services.
- The candidate is responsible for filing and record keeping in accordance with all NYS Education Laws

Qualifications: Required Education/Experience

- An educational background in Special Education is required
- Bachelors Degree required, Masters degree preferred

Desired Skills

- Familiarity with Google Suite for Education
- Prior classroom teaching experience and lesson planning
- Experience with running and/or being an active participant in SST and/or CSE meetings

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **July 10, 2024**