



METROPOLITAN REGIONAL EDUCATIONAL SERVICE AGENCY

1870 Teasley Drive, S.E.
Smyrna, Georgia 30080
Phone: (770) 432-2404 Fax: (770) 432-6105



Date: April 20, 2020

Position: Site Coordinator (of students with Severe Emotional and Behavioral Disorders and Autism Spectrum Disorders)
North Metro Georgia Network for Educational and Therapeutic Supports (GNETS)
Position may be located within Atlanta Public Schools, Fulton County Schools, or Gwinnett County Public Schools (also serving Buford City Schools)

Minimal Qualifications:

- Master's Degree of Special Education, School Social Work, or School Psychology and a valid State of Georgia Certification. (Certification in Emotional Behavioral Disorders preferred)
- Highly Qualified in one or more content areas
- Extensive knowledge and experience in implementing successful classroom behavior management, Positive Behavior Interventions & Supports (PBIS), Functional Behavioral Assessments and Behavior Intervention Plans
- Minimum of three years successful experience working with students with Emotional Behavioral Disorders and/or Autism
- Leadership Experience
- Proficient with program operations and reporting using Microsoft O365, MS-Office ex. EXCEL, Word, PowerPoint, Google Drive, Dropbox, etc.
- Proficient with using both academic and behavioral computer-based software applications
- Proficient with leading meetings, providing professional development, developing agendas, and adhering to rigorous timelines
- Ability to maintain confidential information
- Self-directed, self-motivated, organized, excellent time-management skills, flexible, quick learner, professional, and a team player
- Excellent communication skills

Preferred Qualifications:

- Leadership Certification in Administration & Supervision, Curriculum & Instruction, Director of Special Education, or enrolled in an approved certification program to complete these requirements
- Supervisory experience, in an enrolled program, or willing to be enrolled in a program within a 2 year period.
- TKES/LKES Credentialed
- Proficient with data collection and analysis and with using multiple technologies
- Knowledgeable and experienced with the new GNETS Strategic Plan
- Knowledgeable of Blended Learning/Station Rotation
- Restraint Trained and Certified (ex. Mindset)
- Therapeutic Training & Experience ex. Life Space Crisis Intervention, WhyTry, etc.

Specific Responsibilities:

- Coordinates the implementation of the GNETS program and insures that the program operations are in compliance with IDEA, the Georgia Special Education Rules & Regulations, and the GNETS Strategic Plan
- Maintain accurate progress records of all students in the program under his/her supervision, including planning & ongoing assessment of enrolled students in terms of social, emotional, behavioral, & academic objectives
- Facilitates the screening, referral, placement considerations, and reintegration services of students served in the program
- Assumes building administrative duties, where appropriate
- Acts as liaison to local school system departments and personnel
- Maintains accurate data collection and prepares reports, as needed
- Develops and facilitates professional learning activities.

- Responsible for the placement consideration process of children referred and helps to establish appropriate exit criteria upon students entering into the program
- Insures academics are taught & therapy is implemented to meet student's needs
- Coordinates school & family services to insure consistency with program objectives
- Fosters continued cooperation with social service agencies in the community.
- Communicate effectively with the public & professional personnel
- Responsible for conducting administrative duties relative to staff & office operations.
- Responsible for supervising and evaluating all staff assigned to program locations
- Responsible for providing on-going staff induction, mentoring, and coaching support
- Responsible for promoting maximum use of instructional time
- Maintains accurate records submits all reports promptly as needed
- Ensures that confidential and/or sensitive information concerning the North Metro GNETS program is only shared with appropriate personnel
- Crisis Prevention and Restraint Training certification is required for all North Metro GNETS employees.
- Ability to carry out student restraint procedures according to guidelines provided in training.
- Ability to lift objects and some running and climbing may be required. Requires ability to lift up to 25 pounds
- Performs additional duties as assigned by the North Metro GNETS Director

Terms of Employment:

- 215 days

Responsible to:

- North Metro GNETS Director

Application Deadline:

- Until filled

Email your letter of interest, a current resume, a copy of your last evaluation (if available), a completed Metro RESA Job application, contact information for at least three professional references (email address and telephone number), and a copy of your current Georgia Teaching Certificate to:

Search Committee, North Metro GNETS Behavior Specialist
 Attention: Dr. Cassandra A. Holifield
 Email: cassandra.holifield@mresa.org

Metro RESA is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, religion or disability.