



Apollo Career Center is accepting applications for the position of:

SPECIAL EDUCATION COORDINATOR/CAREER ASSESSMENT SPECIALIST

STARTING DATE:	August 2025
REPORTS TO:	Special Education Director/H.S. Assistant Principal
SALARY RANGE:	Based on appropriate salary schedule, commensurate with education and experience.
BENEFITS:	<ul style="list-style-type: none">• medical/dental Insurance• life insurance• sick/personal leave
WORK WEEK/YEAR:	183-day school year calendar with 10 extended days
MINIMUM QUALIFICATIONS:	<ul style="list-style-type: none">• valid Ohio certification/licensure in Special Education or Intervention Specialist area• minimum of three (3) years successful teaching experience in special education at the high school level• solid understanding of special education law• strong experience with the IEP process• ability to analyze student progress and recommend accommodations and modifications to increase student ability to succeed• strong experience with transition plans and co-teaching• ability to pass BCI/FBI background checks
PREFERRED QUALIFICATIONS:	<ul style="list-style-type: none">• exceptional planning, organizational, computer and communication skills• sincere interest and ability to relate effectively with students, parents, staff, social agencies and associate school personnel• understanding of academic content standards• knowledge/experience in career-technical education and career testing• knowledge/experience with standardized testing
RESPONSIBILITIES:	<ul style="list-style-type: none">• manage all aspects of the special education process including IEP development, compliance documentation and student progress monitoring• work closely with teachers to support student success in both academic and career technical environments• maintain regular positive communications with home schools, SEOs and parents
MATERIALS TO SUBMIT:	<ul style="list-style-type: none">• application (available at: https://www.apollocareercenterhs.com/jobs-at-apollo/)• resume and any other information pertinent to this position
APPLICATION DEADLINE:	May 9, 2025
APPLY TO:	Nick Sammetinger, High School Principal Apollo Career Center 3325 Shawnee Rd. Lima, OH 45806-1454 Phone: 567-940-4724 Email: nick.sammetinger@apollocc.org