



Apollo Career Center is accepting applications for the position of:

SPECIAL EDUCATION COORDINATOR (Anticipated)

STARTING DATE:	August 2026
REPORTS TO:	H.S. Assistant Principal
SALARY RANGE:	\$43,500 - \$66,000, based on appropriate salary schedule, commensurate with education and experience. This position is covered under the AEA Collective Bargaining Agreement.
BENEFITS:	• medical/dental Insurance • life insurance • sick/personal leave
WORK WEEK/YEAR:	183-day school year calendar with 15 extended days
MINIMUM QUALIFICATIONS:	• 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 team collaboration • ability to pass BCI/FBI background checks
PREFERRED QUALIFICATIONS:	• 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:	• 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:	• application (available at: https://www.apollocareercenterhs.com/jobs-at-apollo/) • resume and any other information pertinent to this position
APPLICATION DEADLINE:	Until filled
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