



MICHAEL ANDERSON

Special Education Coordinator

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SUMMARY

Dedicated Special Education Program Coordinator with over 10 years of experience in developing and implementing educational programs for students with disabilities. Proven track record of collaborating with teachers, parents, and community organizations to enhance learning opportunities and ensure compliance with educational standards. Skilled in creating individualized education plans (IEPs) that support diverse learning needs and promote academic success.

WORK EXPERIENCE

Special Education Coordinator Springfield School District

Jan 2023 - Present

- Led the development of IEPs for over 150 students with varying disabilities.
- Coordinated training sessions for teachers on inclusive teaching strategies.
- Implemented community outreach programs to raise awareness on special education.
- Monitored student progress and adjusted educational plans as needed.
- Collaborated with therapists and counselors to provide holistic support.
- Facilitated workshops for parents to understand special education services.

Special Education Teacher Greenwood High School

Jan 2020 - Dec 2022

- Designed and implemented curriculum tailored for students with special needs.
 - Conducted assessments to evaluate student progress and adapt instruction.
 - Collaborated with multidisciplinary teams to create comprehensive support plans.
 - Organized extracurricular activities that promote social skills among students.
 - Provided one-on-one support for students with severe learning disabilities.
 - Maintained accurate documentation compliant with state and federal regulations.
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EDUCATION

Master's Degree in Special Education, University of Springfield

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** IEP development, program coordination, staff training, advocacy, communication, compliance
- **Awards/Activities:** Awarded 'Outstanding Educator' by the Springfield Education Board in 2020.
- **Awards/Activities:** Successfully increased student participation in special programs by 30% over two years.
- **Awards/Activities:** Implemented a mentorship program that improved teacher retention rates by 15%.
- **Languages:** English, Spanish, French