

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – SPECIAL EDUCATION CONSULTANT

QUALIFICATIONS

Possession of Pennsylvania Instructional Certification in Special Education.

Possession of a Master's degree in Special Education or a related field.

Minimum of five years of teaching experience within Special Education.

Demonstrate knowledge of Federal and Pennsylvania regulations and standards in regard to Special Education.

Demonstrate ability to deal collaboratively and courteously with all district personnel, parents, students, and the public.

Demonstrate strong organizational skills, as well as strong verbal and written communication skills.

AUTHORITY

Be directly responsible to the Supervisor of Special Education for the performance of all assigned tasks.

DUTIES AND RESPONSIBILITIES

Remain abreast of current regulations and research-based practices in regular and special education through literature, conference attendance, and other available means and be able to translate such knowledge into effective guidance for the Special Education Program.

Provide ongoing technical assistance to teachers regarding curriculum, instruction, and assessment practices.

Provide ongoing technical assistance to teachers regarding IEP writing, effective progress monitoring, and current initiatives.

Provide planning and management support to teachers in areas such as data analysis, inclusive practices, scheduling, lesson plans, student records, and information dissemination.

Assist psychologists in completing Functional Behavioral Assessments and in writing Behavior Support Plans.

Assist teachers and psychologists with the re-evaluation process.

Assist teachers in the utilization of special education teacher assistants, in addition to providing direct support for the assistants.

Attend initial multidisciplinary team meetings and IEP meetings, as LEA representative.

Attend multidisciplinary team meetings and IEP meetings, as LEA representative for students in out-of-district placements.

Attend other multidisciplinary team meetings and IEP meetings as agreed upon through collaboration with building principals and Supervisor of Special Education.

Assist with orientation of new special education teachers and new teacher assistants.

Assist with presentations to faculty members and parents.

Collaborate with building principals regarding special education procedures and programming.

Attend and/or facilitate special education, gifted education, and guidance team meetings.

Perform all other duties as appropriately assigned by the Supervisor of Special Education.

Approved by Board of School Director 05/04/09