

Title: IEP Facilitator/Monitor (FLSA: Exempt)

Performance Responsibilities:

Design and Evaluation - Assumes the responsibility for the design and evaluation of all Individual Education Program (IEP)

- Initiates planning and evaluation procedures designed to improve IEPs
- Develops personal goals and performance objectives for effective leadership
- Assist in orientation, induction, and training of new Students with Exceptionalities teachers
- Initiates a continuing review and improving of student IEPs

Any and all duties as assigned by Director of Students with Exceptionalities

Leadership - Assumes leadership in directing IEP related activities for Students with Exceptionalities

- Displays mastery of policies and procedures that insure a FAPE for Students with Exceptionalities
- Plans and conducts in-service training programs for teachers of children who are "FL89-313" children
- Assist in coordinating services between the public schools and K-Bar-B, Towering Pines, and Southeast Hospital
- Serves as a representative of the LEA in IEP conference
- Performs such other task and assumes such other responsibilities as may from time-to-time be assigned by supervisor
- Facilitates the development of internal IEP monitoring systems for schools
- Serves as the officially designated representative for the school system in assigned schools

Management - Initiates practices designed to maintain an effective management of all student IEP Programs

- Maintains a tracking system to insure that children are placed within time lines and IEPs are reviewed annually.
- Works with data-input personnel in providing information for LANSER tracking system.
- Assists Coordinator of Monitoring in annual Students with Exceptionalities monitoring.
- Gathers data for necessary Parish, State, and Federal reports.

Student Services - Initiates practices designed to promote the success and well being of identified children

- Monitors and uses information about the needs and progress of each student to insure that the program is adequate.
- Develops IEPs in accordance with state and federal guidelines.
- Works cooperatively with other agencies to insure the best possible education for identified students.
- Exhibits sensitivity, empathy, and understanding when dealing with students, parents, and other persons who seek to help students.
- Places students in appropriate classroom environments designed to offer the least restrictive environment for learning.

School/ Community Relations - Initiates practices designed to provide for effective school/community relations

- Works cooperatively with parents, administrators, and staff to insure maximum benefits for students.
- Demonstrates the highest ethical standards when dealing with colleagues, parents, and students.
- Engages in professional self-improvement in order to insure the respect and trust of others.
- Communicates with parents, special teachers and regular classroom teachers to facilitate planning of programs for identified students
- Coordinates activities within assigned region to improve rapport between Students with Exceptionalities Department, the schools, and the community
- Serves as Students with Exceptionalities Liaison at regional meeting
- Provides technical assistance to principals, teachers, and staff in the area of Students with Exceptionalities

Professional Development - Plans for professional self-development

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum qualifications: United States citizen or authorized alien; valid Type A Louisiana Teaching Certification; 3 years of successful teaching experience; Master's Degree and certified in at least two areas of special education; other requirements specified in Bulletin 746; physical and mental stamina and abilities to perform job functions, task, and duties.

Terms of Employment: 10 months

Reports to: Director of Students with Exceptionalities

Supervises: Clerical personnel assigned by Director of Students with Exceptionalities

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.