

INDIVIDUALIZED EDUCATION PROGRAM (IEP) TEAM CHAIRPERSON

Basic function

To act as the designated Chairperson of Individualized Education Program (IEP) Team meetings for the Santa Barbara County Education Office, Special Education Program, as assigned by a Coordinator of Special Education. Responsibilities include intake and monitoring of assigned annual and triennial reviews, and educational assessments.

Supervision

Directly responsible to a Coordinator of Special Education.

Representative duties

- Serve as Chairperson for Individualized Education Program (IEP) Team meetings as assigned by an Administrator; assist in developing individualized education programs. Assist in the development and/or facilitate the completion of student referrals for assessment.
- Notify all assessment personnel, when appropriate, of referrals; and monitor due process timelines.
- Conduct initial educational assessments for children not previously enrolled in Santa Barbara County Education Office Special Education classes; assist in interpreting data to parents and professionals.
- Schedule assigned Individualized Education Program (IEP) meetings. Extend invitations to appropriate school and agency personnel.
- Schedule and monitor assigned annual and triennial reviews for students enrolled in special classes.
- Assist in arranging administrative placements for children moving into the area from other special classes.
- Assist in arranging referrals to Special Education Local Plan Area (SELPA) for audiological mental health, and occupational/physical therapy services, as appropriate.
- Perform other related duties as assigned.

Qualifications

Possession of a valid California Clear Education Specialist Instruction Credential authorizing service in a Special Education Program; verification of CBEST clearance. Experience and/or training appropriate to fulfill requirements of the position.

Licenses and certificates

Possession of a valid California Driver's License if required by the duties of the assignment.