

**ST. MARY PARISH PUBLIC SCHOOLS  
COORDINATOR OF PUPIL APPRAISAL SERVICES/504 JOB DESCRIPTION**

**POSITION:** Coordinator of Pupil Appraisal Services/504

**REPORTS TO:** Director of Federal Programs

**SUPERVISES:** Pupil Appraisal Personnel and Special Services Instructional Personnel

**TERMS OF EMPLOYMENT:** 242 Day Employment

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Exempt

**EDUCATION AND CERTIFICATION:** Valid Louisiana Teaching Certification and/or Ancillary Certificate. Previous teaching experience is preferable but not required. Holding the Child Search Coordinator endorsement preferable but not required. Certified and/or licensed as a school psychologist, school social worker or assessment teacher/educational diagnostician.

**EVALUATIONS:** Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

1. Serve as Child Search/Child Net Coordinator by coordinating Child Search/Child Net activities in cooperation with school administrators, staff, parents, teachers, and community agencies.
2. Monitor pupil appraisal compliance with respect to all parish, state and federal mandates.
3. Supervise pupil placement for both initial evaluations and reevaluations.
4. Hold conferences with parents when necessary to further explain the identification, evaluation, reevaluation, and placement procedures.
5. Provide parents with specific information concerning their child's screening and/or evaluation results.
6. Assist in the process of evaluation of pupil appraisal personnel.
7. Assist in completion of parish, state and federal reports.
8. Participate in special education disciplinary action hearings.
9. Work with counselors, principals, and teachers in establishing a parish wide screening and assessment program.
10. Assist in planning and conducting parish and departmental in-service meetings as required by state and federal laws.
11. Assist in the development, implementation, and evaluation of effective Special Education services.
12. Serve on IEP/Placement Committees when appropriate.
13. Assist with parish internal monitoring.
14. Assist pupil appraisal personnel with eligibility criteria determinations and procedures for evaluation according to Bulletin 1508.
15. Coordinate activities related to the transition and evaluation of infants/toddlers from Part C to Part B, including communicating with Early Steps personnel to ensure a smooth transition without service interruption for eligible children, and monitoring compliance with evaluation timelines.
16. Coordinate pupil appraisal activities to ensure that all timelines and procedures for referrals, evaluations and IEP developments are met and implemented.
17. Keep abreast of research findings and current trends and practices in the field of Special Education services and help to disseminate information to staff members.
18. Participate in conferences, seminars, and workshops which contributes to professional competencies.
19. Perform other tasks as may be assigned by the Director of Federal Programs or Superintendent.

**QUALIFICATIONS:** The Coordinator of Pupil Appraisal Services/504 must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the Coordinator of Pupil Appraisal Services/504 is frequently required to stand, walk, speak, hear, and sometimes sit. The Coordinator of Pupil Appraisal Services/504 may occasionally push or lift up to 50 lbs. such as boxes of materials. The Coordinator of Pupil Appraisal Services /504 is frequently exposed to a work environment noise level, which is moderate to loud. The Coordinator of Pupil Appraisal Services/504 must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The Coordinator of Pupil Appraisal Services/504 must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and not considered an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position. Additional duties may be assigned by the superintendent and/or superintendent's designee.

**This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The St. Mary Parish School Board reserves the right to change this description at its discretion.**

The signature and date indicate the undersigned has received access to an electronic or hard copy version of the job description and the St. Mary Parish Personnel Evaluation Plan and understands the duties and responsibilities required.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_