

**ST. MARY PARISH PUBLIC SCHOOLS
IEP INTERVENTIONIST JOB DESCRIPTION**

POSITION: IEP Interventionist

REPORTS: Director of Special Services

TERMS OF EMPLOYMENT: 9-Month (182 Days)

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

OBJECT/FUNCTION: 113/2190

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Exempt

QUALIFICATIONS: Valid Louisiana teaching certificate with certification in Special Education; Five years successful special education teaching experience; Successful experience in IEP development; Successful experience in LDOE SER IEP System.

METHOD OF EVALUATION: Performance of this job will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Facilitate and monitor the development of IEPs parish wide.
2. Facilitate and monitor the update of IEPs to ensure timelines are met parish wide.
3. Assist with in service training for special service personnel with regards to IEP development.
4. Monitor IEPs using a review checklist.
5. When requested, attend IEP meetings.
6. Participate in professional improvement activities.
7. Maintain continual communications with the special education supervisor or designee to relate progress and/or concerns regarding IEP development.
8. Assist teachers in planning strategies and developing special teaching techniques to accomplish IEP goals and objectives when needed.
9. Coordinate and monitor implementation of existing and newly implemented Federal, State, and Local regulations. Provide in-service training on these regulations to regular and special education personnel as necessary.
10. Inform schools and pertinent personnel of changes in guidelines, regulations, etc. related to areas of responsibility.
11. Complete and submit all required evaluation documents in a timely manner to the evaluator.
12. Assist in conducting in-depth monitoring reviews of the special education program.
13. Assist with IDEA and MFP count verification.
14. Assist in monitoring for and correcting errors in SER data.
15. Monitor compliance with special education processes and timelines across all programs.
16. Receive and facilitate inquiries from special service teachers regarding IEP development and/or the LDOE SER IEP System.
17. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
18. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
19. Perform other duties as assigned by the Director of Special Services, Superintendent, or designee.

ADDITIONAL RESPONSIBILITIES

PROFESSIONALISM: The employee is required to maintain a high standard of professionalism.

- Design, collect, and maintain student data through accurate, legible, and current record-keeping.
- Analyze student data to affect instruction and learning.
- Accept and use constructive feedback to improve performance.
- Complete assigned tasks, reports, and documents accurately according to specified timelines and expectations.
- Report to work on time following district attendance policy and submits to additional hours when deemed necessary.

- Maintain confidentiality and demonstrate positivity in words and actions as a representative of the school and district.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Demonstrate competence in areas of responsibility.
- Exert every effort to constructively involve stakeholders in all professional settings.
- Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/ control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
- Adhere to federal, state, district, and school policies, procedures, guidelines, and regulations.
- Adhere to ethical, legal, and professional standards.
- Provide and participate in virtual lessons/meetings and virtual/digital teaching in a professional manner.
- Follow directives as assigned by principal, principal designee, and/or supervisor.

QUALIFICATIONS: The employee 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 employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee 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.).

SIGNATURE _____ **DATE** _____