

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

POSITION: Coordinator of Pupil Appraisal Services/504

REPORTS TO: Director of Special Services

SUPERVISES: Pupil Appraisal Personnel and Special Services Instructional Personnel

TERMS OF EMPLOYMENT: 12-Months

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

OBJECT/FUNCTION: 119/2212

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Exempt

QUALIFICATIONS: 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. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
20. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
21. Perform other tasks as may be assigned by the Director of Special Services or Superintendent.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent

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and Board.

7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. 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.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: 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.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE _____ DATE _____