

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION**

INDIVIDUALIZED EDUCATION PROGRAM (IEP) FACILITATOR

POSITION: Individualized Education Program (IEP) Facilitator

REPORTS TO: Principal

LOCATION: Various Sites

NATURE OF WORK:

The Individualized Education Program (IEP) Facilitator provides targeted support for compliance of federally and state-mandated Special Education procedures for students with disabilities within the assigned building(s). This includes organizing and facilitating IEP Team meetings, regularly monitoring IEP files, providing professional development to general and special education staff on compliance/legal issues related to the IEP process, assisting with case management, and gathering information/data for investigation of cases and complaints as appropriate. This position provides the Department of Special Education with requested information and data for assigned school(s) and/or student(s). This position requires regular and ongoing collaboration with the special education school-based administrator(s) at assigned schools.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to travel between schools and offices within SMCPS as needed
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School
- Knowledge of the Maryland Online IEP system.
- Knowledge of IEP regulations and procedures.

DUTIES AND RESPONSIBILITIES:

- Supports the development of the schedule of IEP meetings for assigned school(s)
- Organizes and manages the IEP process, ensuring adherence to all federal, state, and local regulations and procedures
- Maintains updated information from the Maryland State Department of Education (MSDE) regarding Special Education regulations and procedures
- Facilitates IEP team meetings, encouraging the active engagement of all members
- Reviews individual student records for completion and accuracy prior to an IEP meeting

- Attends monthly IEP chairperson training and other special education professional development as required by the Department of Special Education
- Coordinates for assigned schools, Department of Special Education/MSDE's compliance review activities as part of the Comprehensive Monitoring process
- Submits Extended School Year (ESY) paperwork to the Department of Special Education and assists with the coordination of services for students at assigned school(s)
- Confirms that staff and families have the necessary support to allow for IEP goals and objectives to be generalized across all settings and are implemented appropriately
- Collaborates with the IEP Team to establish students have access to developmentally appropriate activities and grade level curriculum
- Collaborates regularly with the special education school-based administrator(s) and staff in regard to IEP team meetings and Special Education processes and procedures;
- Provides technical assistance to staff and parents/guardians as appropriate on the IEP process and SMCPS procedures
- Completes special education assessments when needed to support school staff and meet timelines
- Provides positive communication to team members and families about student progress and achievement;
- Advises the Principal or AP who oversees Special Education and Special Education Supervisor when issues of non-compliance are encountered
- Provides technical assistance and professional development on the Maryland Online IEP program
- Collects and analyzes data to monitor progress
- Conducts school and family training as determined by the IEP and IFSP
- Makes recommendations to school-based and central office administrators regarding student and staff needs
- Collaborates and communicates with outside agencies regarding student, staff, and family supports
- Maintains knowledge and expertise in regard to the IEP process, including the Maryland Online IEP system
- Maintains updated knowledge and expertise regarding special education timelines, compliance, MSDE audits, and Indicators
- Utilizes and implements the Maryland College and Career Ready Standards
- Demonstrates knowledge and experience administering and interpreting informal and formal assessment tools
- Communicates and works effectively with diverse populations
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's Degree
- Valid certification in teaching from MSDE with an APL.
- Three (3) years of teaching experience.

TERMS OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the EASMC Teacher Career Ladder for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

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