



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: MIDDLE SCHOOL STUDENT ADVISOR SPECIAL EDUCATION
WORK YEAR: 186 WORK DAYS
REPORTS TO: PRINCIPAL

EDUCATION AND EXPERIENCE:

- Education Specialist credential
- Minimum of three years of successful teaching experience at the elementary and/or secondary level
- Experience in some area(s) of curriculum development

PRIMARY FUNCTION:

Under the direct supervision of the School Site Principal in collaboration with the Coordinator of Pupil Services/ Special Education, the Middle School Special Education Student Advisor serves as liaison between the school site and the district Special Education Management team. *The Student Advisor position is not a management position; therefore, the site administration retains the same responsibility related to discipline for special education students as it does for all other students.

AREAS OF RESPONSIBILITY:

- Monitor the Special Education case carrier process for the students enrolled on campus
- Assign case carriers for students, including case carrier for Administrative (interim) placements
- Keep master calendar to assist case carriers in meeting time lines and monitor timelines are being met
- Provide list of students/ case carriers to administration and staff (as appropriate). Keep updated
- Assist in serving as administrator/designee at Individualized Education Plan (IEP) meetings when requested by the school site administrator for sensitive or complicated cases and all manifestation determination meetings

- Assist school counselors and case carriers at beginning of each semester to ensure that all special education students are enrolled in the correct special education classes per most recent signed IEP
- Ensure that the new students enrolling at the school site, from out of District, whose registration indicates special education placement and/or services, receives an appropriate Administrative (Interim) Placement
- Assist the district Vocational Education Specialist in fulfilling requirements of Transition Partnership Program (TPP)/Workability
- Assist Case Carrier with communicating with outside agencies, such as Regional Center, Vocational Rehabilitation, Riverside Community College, and DIS providers
- Facilitate registration of students for extended school year
- Assist case carriers with assessment if the case carrier has more than three (3) evaluations to do within one month
- Work cooperatively with the Special Education office to facilitate successful transition of non-public school (NPS) students back on to the campus
- Work collaboratively with site administration in establishing a master schedule for special education classes
- Participate in articulation with elementary, middle or high school (as appropriate) to facilitate the successful transition of students from one level to the next
- Assign case carriers for initial referrals. M. Document regular communication with parents
- Work collaboratively with Assistant Principal in guiding appropriate discipline of special education students and assist the case carrier to ensure that the manifestation determination meetings are scheduled and the pre-expulsion process is followed when a special education student is suspended or suspended pending expulsion
- Keep files updated and in order, including but not limited to SESP
- Ensure that district office has current pupil count information by responding to notices from district special education department within time allowed
- Assist counselors/testing coordinators with implementation of accommodations/modifications for STAR testing
- Other duties as assigned

Ability to:

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues
- administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures

- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations