**JOB DESCRIPTION FOR: District Special Education Consultant**

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REPORTS TO: Director of Special Programs

QUALIFICATIONS: As established by the Board of Education

GENERAL RESPONSIBILITIES:

To provide leadership, support, and monitoring of instructional programs, policies, and procedures for students with disabilities.

DUTIES:

1. Assist the Director of Special Programs in ensuring district compliance with applicable federal and state statues for special education. Conduct review of records; serve as an ARC Chairperson; provide district training for Safe Crisis Management (SCM); and monitor SCM data recorded the district’s student information system.
2. Provide support and assistance as needed for the improvement of instruction with low incidence special education populations. Coordinate the implementation of Alternate Assessments. Consult/model with/for teachers behavior strategies for EBD and FMD populations.
3. Serve as a district mentor to any new special education teachers in the district. Check in monthly with each new teacher and provide support as needed. For those special education teachers in their second or third year of teaching with the district, visit them once each nine-week period and provide support as needed.
4. Provide leadership and support as needed for staff and students associated with the Children’s Therapeutic Rehabilitation Program (CTRP).
5. Collaborate with appropriate community agencies to improve special program services to students. [Example: Communicare – Memorandums of Agreement for CTRP, Applied Behavior Analysis (ABA) therapy services.]
6. Serve as the district’s Medicaid specialist, filing all Medicaid paperwork and overseeing billing and reimbursements.
7. Participate in monthly Special Education Leadership Team meetings.
8. Perform other duties as may be assigned by the Director of Special Programs.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION *April 20, 2015*

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