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|  | **JOB TITLE** | GIFTED MINDS FACILITATOR (ARC) |
| **REPORTS TO** | DIRECTOR OF SPECIAL EDUCATION |
| **SALARY SCHEDULE/GRADE** | CERTIFIED |
| **CONTRACTED DAYS AND/OR HOURS** | 186 DAYS + EXTENDED DAYS PER EXTENDED EMPLOYMENT SCHEDULE  |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 2095 & 6030 |
| **POSITION CLASSIFICATION** | CERTIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Valid Kentucky Certification with Special Education field/area preferred.  |
| Five years of teaching in a special education area or working in a related field.  |

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| **POSITION SUMMARY** |
| Coordinate and assist in the implementation of the Nelson County Board Policies and Procedures as they relate to special education. Provide technical assistance and professional development training in the implementation of the Kentucky Administrative Regulations, the Individuals with Disabilities Education Act (IDEA), and Section 504 of the Vocational Rehabilitation Act of 1973. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Chair and facilitate all IEP and special education meetings for students in assigned schools. |
| Manage educational programs for students with disabilities, including ensuring services are provided in accordance with the IEP. |
| Ensure compliance in accordance with IDEA and Kentucky State Regulations in regards to the education of students with disabilities. |
| Provide training in due process procedures, special education records management software, data collection, and effective programming for students with disabilities for teachers and administrators. |
| Coordinate with the Transportation Department for transportation for students with disabilities who are in need of this related service.  |
| Work with other special education facilitators/school staff to provide an orderly transition between schools for students with disabilities. |
| Assist testing coordinators and special education department chairs to provide appropriate testing environments for students with disabilities and to ensure appropriate accommodations are provided. |
| Assist administrators in the scheduling of students with disabilities to ensure schedules meet the requirements of student IEPs and personnel are allotted appropriately. |
| Ensure that data is collected in relation to the goals and objectives included in the IEP and reviewed at least annually. |
| Ensure IEP progress reports on goals and objectives are provided to parents/guardians at least annually and are based on current data. |
| Coordinate the continuation of special services for transferring students with disabilities. |
| Establish positive working relationship with parents/guardians and school staff. |
| Follow work scheduling and attendance requirements in a regular, predictable and punctual manner. |
| Participate in training programs to increase skills and proficiency related to the assignment. |
| Maintain professional knowledge regarding current best practices in general and special education pertinent to the assigned school. |
| Collect data at the school level consisting of number of referrals, effectiveness of special education programs, etc.  |
| Assist staff with interventions and strategies in behavior management & instructional practices/strategies (i.e., classroom management programs, individual behavior management programs,, de-escalation strategies, etc.).  |
| Complete written documentation in a timely manner. |
| Assist in the identification and evaluation of students with psychological and emotional problems.  |
| Consult with parents, teachers and others regarding psychological and emotional-related issues. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance.  |
| Maintain appropriate professional appearance. |
| Adhere to the Professional Code of Ethics for Kentucky Certified Personnel 16 KAR 1:020 |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Must have working knowledge of the requirements of the Individuals with Disabilities Education Act. |
| Knowledge of evidence based practices as related to the RTI process. |
| Working knowledge of I.C. or current technology program utilized to document due process records |
| Interpersonal skills using tact, patience and courtesy.  |
| Correct English usage, grammar, spelling, punctuation and vocabulary. Basic public speaking techniques. |
| Must be knowledgeable in due process requirements including referral, timelines, ARC procedures, least restrictive environments, etc.  |
| Maintain current knowledge of technological advances in the field.  |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking Requires the ability to communicate effectively using speech, vision and hearing Requires the use of hands for simple grasping and fine manipulations Requires bending, squatting, crawling, climbing, reaching Requires the ability to lift, carry, push or pull light weights  |