

MARION COUNTY JOB DESCRIPTION

Position Title: ARC Chairperson

Department: ECE

Reports To: Director of Special Education

Approved By: Marion County Board of Education

Date: April 2019

SUMMARY: Coordinate and assist in the implementation of the Marion 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- 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.
- Maintain appropriate professional appearance.
- Adhere to the Professional Code of Ethics for Kentucky Certified Personnel 16 KAR 1:020

EDUCATION and/or EXPERIENCES: Valid Kentucky Certification with Special Education field/area preferred. Five years of teaching in a special education area or working in a related field.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate.

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.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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