

Special Education Assessment Coordinator

TITLE: Special Education Assessment Coordinator

REPORTS TO: Director of Special education.

SUPERVISES: N/A

JOB FUNCTION:

Conduct assessments of students who have been referred for special education and related services, including the administration of standardized assessments, criterion-related assessments, behavior evaluations and assessments of academic processing. Work with special education faculty/staff and related service providers in the completion of required three year assessments of students with identified needs for special education and related services.

DUTIES AND RESPONSIBILITIES:

- Conducts initial eligibility educational assessments including behavioral observations and social developmental history
- Assists in conducting three year educational assessments and writing assessment reports
- Conducts academic processing for initial eligibility assessments and assisting special education teachers with academic processing for three year eligibility assessments
- Provides written analysis of assessment data and assists School Psychologist in writing the integrated reports
- Adheres to policies for competing reports within specified timelines and prepares reports in conjunction with the evaluation team
- Input special education data into the district tracking system
- Guide and coach teams to implement appropriate evidence based practices based on data collected
- Analyzes student performance in relation to progress in general education curriculum and links recommendations to strengths and weaknesses to increase college, career and citizenship readiness
- Attends initial and three year eligibility ARC's to discuss test results
- Attends other ARC's as requested
- Assists Special Education Facilitator/Consultant with referrals, gathering of information prior to referral ARC's (i.e., screening information, etc.), and attending referral ARC's
- Serve as an Ad-Hoc Member of the committee assisting staff with interventions and strategies prior to referral of special education
- Develop and maintain a positive rapport with families and staff
- Maintains regular attendance
- Performs related duties and assumes other responsibilities as may be assigned by the Director of Special Education or the Superintendent.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Requirements of the Individuals with Disabilities Education Act (IDEA)
- Various areas of due process including referral timelines, Admission and Release Committee (ARC) procedures
- Behavior and academic evidence-based interventions

- KY MTSS
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

ABILITY TO:

- Communicate and maintain effective relationships
- Perform routine clerical duties
- Print and write legibly.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Work cooperatively and collaboratively with various groups and gain consensus related to project implementation and other problem solving.
- Operate instructional and office equipment.

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 and reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- Kentucky Teacher Certification in Special Education
- Three (3) years of successful teaching experience
- Master's Degree in education, preferred.
- Experience in administering and interpreting educational assessments preferred

LICENSES AND OTHER REQUIREMENTS:

- Valid Driver's License
- Safe Crisis Instructor Certification once selected for the position

PRIMARY LOCATION: District

SALARY RANGE: \$ Plus +++++++ extended days

SHIFT TYPE: Full-time