

GARRARD COUNTY SCHOOLS
Job Description

CLASS TITLE: EXCEPTIONAL CHILDHOOD CONSULTANT

REPORTS TO: Director of Special Education

EXEMPT STATUS: Exempt

APPROVED: February 23, 2021 Order #2021-148

BASIC FUNCTION:

Assist the school based special education team to support student achievement; administer, score and interpret assessment; and maintain special education compliance. The Special Education Coordinator will provide technical assistance, professional development training and support for the implementation of the Kentucky Administration Regulations and the Individuals with Disabilities Education Act.

Assist the preschool special education programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, collaborating with the general education preschool department, implementing and maintaining services in compliance with established guidelines; and serving as a member of the special education leadership team.

(IDEA) DUTIES AND RESPONSIBILITIES:

- Complete due process forms correctly and accurately, schedule and chair ARCs according to policies and procedures/timelines
- Assist staff, parents, etc. in referral procedures, collecting and reviewing required information prior to ARC to discuss referral (updated screenings, documentation of interventions, etc.)
- Collect data at the school level and assist with on-going review and analysis of school data related to achievement gaps of special education population
- Adheres to policies for completing reports within specified timelines and prepares reports in conjunction with the evaluation team
- Participates in decision making for program planning and development of individual education programs aimed at improving individual student achievement
- Input special education data into the district tracking system

SPECIAL EDUCATION COORDINATOR:

- Provide professional development on special education issues including due process, eligibility, specific areas of disabilities, etc.
- Chair Admission and Release Committee (ARC) meetings (e.g., referrals, initial evaluations, re-evaluations, and as needed).
- Provide input for effective and efficient scheduling to maximize student access to general curriculum
- Guide and coach teams to implement appropriate evidence based practices based on data

- Effectively selects assessment instrument appropriate for the students age, needs and suspected disability.
- Competently administers, scores, and interprets assessments as needed and with psychologist guidance.
- 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.
- Assists with coordination of mental health services and prevention efforts, as well as comprehensive supports for children with mental health challenges, chronic stress, and trauma
- Maintain regular attendance
- Develop and maintain a positive rapport with families and staff
- Participates in decision making for program planning and development of individual education programs aimed at providing early interventions to prepare for kindergarten readiness.
- Input special education data into the district tracking system
- Guide and coach teams to implement appropriate evidence based practices based on data collection and data interpretation.
- Collaborate effectively with team members, related service providers, and outside agencies.
- Perform other duties as specified by the supervisors.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using excellent written expression, 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

EDUCATION AND EXPERIENCE:

- Special Education teaching certification
- Master's Degree in education
- Five years of successful teaching experience
- Endorsement for Special Education Program Consultant, Teacher Leader Endorsement, Supervisor of Instruction or Director of Special Education Certification
- Must have working knowledge of the requirements of the Individuals with Disabilities Education Act
- Must be knowledgeable in the various areas of due process including referral, timelines, ARC procedures, least restrictive environments, etc.
- Experience in administering and interpreting educational assessments preferred.

LICENSES AND OTHER REQUIREMENTS:

- Kentucky Certification in Special Education
- Endorsement (or credentials to obtain) as Special Education Program Consultant or Teacher Leader Endorsement, Supervisor of Instruction. or Director of Special Education certification