

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Education Evaluation Specialist / Special Education Teacher

REPORTS TO: Principal or Director of Special Education

BASIC FUNCTION: The School-Based Evaluation Specialist is responsible for conducting academic assessments and behavioral observations to support special education eligibility evaluations, re-evaluations, and intervention planning within the school district. This role works collaboratively with teachers, school psychologists, special education staff, and administrators to gather critical data that informs educational decision-making.

REPRESENTATIVE DUTIES: The terms of employments are designated by the contract.

- Administer standardized academic achievement tests and curriculum-based assessments.
- Conduct structured behavioral observations across educational settings.
- Collect and summarize assessment and observation data in a clear, professional manner.
- Collaborate with multidisciplinary teams to interpret results and support eligibility determinations.
- Maintain accurate and timely documentation in compliance with IDEA, Section 504, and district policies.
- Participate in eligibility, re-evaluation, and intervention team meetings as needed.
- Communicate findings with clarity to teachers, parents, and other stakeholders.
- Uphold confidentiality and ethical standards in all evaluation activities.
- Regular and punctual attendance
- Performs other duties as assigned by supervisor

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Special Education due process.
- In-service materials, subject matter and methods in the area.
- Record-keeping techniques.
- Oral and written communication skills.
- Laws, rules and regulations related to assigned activities.
- Assessments as necessary to fulfil program requirements.
- Interpersonal skills using tact, patience, and courtesy.
- state and federal regulations governing the provisions of services to children with disabilities. (IDEA, 504).

ABILITY TO:

- Communicate effectively both orally and in writing.
- Work cooperatively as an interdisciplinary team member
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, and restrictions.
- Meet schedules and timelines.

- Plan and organize work.
- Use evaluation instruments in the identification and continued eligibility of students.

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 to heavy weights
- Assist students with self-care, including diapering, toileting, bathing, dressing and etc.

EVALUATION: Annual development of Professional Growth Plan. Annual evaluation of job performance by supervisor.

EDUCATION AND EXPERIENCE:

- Teaching certificate in Special Education preferred
- Master's Degree in Early Childhood Education, Child Development, or Early childhood Special Education preferred
- Minimum of five years successful teaching experience preferred
- Administrator's degree and/or Educational Consultant Endorsement
- Instructional Supervisor Certification

LICENSES AND OTHER REQUIREMENTS: Valid Kentucky Teaching Certification in Special Education or Elementary Education

Most recent approval by the Powell County Board of Education	Date: 4/15/19
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: