



~~NEW:~~ Revised: Submitted:  
 07/30/2025 07/29/2025  
 07/01/2019 02/12/2019

JOB TITLE:	ECE IMPLEMENTATION COACH
DIVISION	<del>ACADEMIC SUPPORT</del> EXCEPTIONAL CHILDHOOD EDUCATION
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4745
BARGAINING UNIT:	CERT

#### SCOPE OF RESPONSIBILITIES

Coordinate and assist the school based Exceptional Child Education (ECE) team to support student achievement; administer, score and interpret assessments; and maintain compliance with district Exceptional Child Education procedures. Provide technical assistance and support for the implementation of the Kentucky Administration Regulations (KARs) and the Individuals with Disabilities Education Act (IDEA).

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Schedules and chairs Admission and Release Committee (ARC) meetings according to policies and procedures/timelines, complete ARC forms correctly and accurately

Assists staff, parents, etc. in referral procedures, collect required information at the ARC to act upon referral (updated screenings, documentation of interventions, etc.)

Adheres to policies for completing evaluations within specified timelines and prepares data in conjunction with the evaluation team, competently administers, scores, and interprets assessments

Participates in decision making for program planning and development of Individual Education Programs aimed at improving individual student achievement

~~Ensures all decisions, justifications, and services in the IEP are clearly documented in alignment with federal (IDEA) and state (KAR) requirements and district procedures.~~

Guides and coaches teams to implement appropriate evidence-based practices and builds teacher capacity for successful implementation of classroom and student based strategies

~~Coaches staff on writing high-quality, student-centered IEPs which meet procedural compliance.~~

Analyzes student performance data to increase college, career and citizenship readiness

Provides input for effective and efficient scheduling to maximize student access to general curriculum

Enters Exceptional Child Education data into the state student information system and assists with the development of mid-year and end-of-year reports

Develops and maintains a positive rapport with families and staff ~~before, during and after ARC meetings to address concerns and provide follow-up support.~~

Monitors discipline/suspensions of students with disabilities to ensure alignment with ECE procedures, KARs, and the IDEA

Attends trainings and meetings as directed by Chief Exceptional Child Education

Performs other duties as assigned by the supervisor

#### PHYSICAL DEMANDS

~~The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations.~~

The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

This work is completed in a school-based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities occasionally (up to 50% of the workweek): bending, squatting, climbing, reaching, lifting, carrying, pushing, and pulling up to 20lbs. The following physical activities are required frequently (up to 75% of the workweek), repetitive motions with hands and moving around the school setting. Hearing, talking, and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

Kentucky Teaching Certificate in Special Education or license with Kentucky Board of Speech Language Pathology

Master's Degree or higher

Three (3) years successful teaching experience in special education, speech-language pathology or equivalent professional experience

Ability to work successfully with people

Working knowledge of federal and state laws and regulations regarding programs for exceptional children

Ability to work cooperatively in a team situation

Demonstrated decision-making abilities

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Demonstrated ability to write distinctly and to organize data

Demonstrated ability to navigate complex team dynamics, resolve conflicts professionally, and build consensus during ARC meetings



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