

# CHEROKEE COUNTY SCHOOL DISTRICT

## Job Description

|   |                                      |                        |                                 |
|---|--------------------------------------|------------------------|---------------------------------|
| Position Title:   | <b>Special Education Facilitator</b> |                        | Code: 2B.040                    |
| Division Department:  | Educational Programs                 | Evaluation Instrument: | Certified Instructional         |
| Pay Grade:  | Certified Salary Schedule            | Pay Type:              | Salaried-Exempt Retirement: TRS |
| Contract Work Year:   | 190 Days                             |                        |                                 |
| Reports to:   | Director of Special Education        |                        |                                 |
| <b>MINIMUM QUALIFICATIONS</b>   |                                      |                        |                                 |
| Valid Georgia Educator Certification as required by the Georgia Professional Standards Commission. Special Education field/area preferred. Five years of teaching in a special education area. Working knowledge of special education due process requirements; strong organizational skills; strong communication and interpersonal skills.  |                                      |                        |                                 |
| <b>GOAL</b>   |                                      |                        |                                 |
| Ensure efficient due process procedures.  |                                      |                        |                                 |
| <b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>   |                                      |                        |                                 |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Chair and facilitate all IEP and special education meetings for students in assigned schools.</li> <li><input type="checkbox"/> Manage educational programs for students with disabilities, including ensuring services are provided in accordance with the IEP.</li> <li><input type="checkbox"/> Ensure compliance in accordance with IDEA and Georgia State Regulations in regards to the education of students with disabilities at assigned schools.</li> <li><input type="checkbox"/> Provide training in due process procedures, special education records management software, data collection, and effective programming for students with disabilities for teachers and administrators.</li> <li><input type="checkbox"/> Coordinate with the Transportation Department special education transportation for students with disabilities who are in need of this related service.</li> <li><input type="checkbox"/> Work with other special education facilitators and school staff to provide an orderly transition between schools for students with disabilities.</li> <li><input type="checkbox"/> Assist testing coordinators and special education department chairs to provide appropriate testing environments for students with disabilities and to ensure appropriate accommodations are provided.</li> <li><input type="checkbox"/> Assist administrators in the scheduling of students with disabilities so that schedules meet the requirements of the students' IEPs and personnel are allotted appropriately.</li> <li><input type="checkbox"/> Ensure that data is collected in relation to the goals and objectives included in the IEP and reviewed at least annually.</li> <li><input type="checkbox"/> Ensure IEP progress reports on goals and objectives are provided to parents/guardians at least annually and are based on current data.</li> <li><input type="checkbox"/> Complete educational screenings for students referred for special education assessment.</li> <li><input type="checkbox"/> Coordinate the continuation of special services for transferring students with disabilities.</li> <li><input type="checkbox"/> Establish positive working relationship with parents/guardians and school staff.</li> <li><input type="checkbox"/> Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.</li> <li><input type="checkbox"/> Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.</li> <li><input type="checkbox"/> Participate in training programs to increase skills and proficiency related to the assignment.</li> <li><input type="checkbox"/> Maintain professional knowledge regarding current best practices in general and special education pertinent to the assigned school.</li> <li><input type="checkbox"/> Ensure adherence to safety procedures.</li> <li><input type="checkbox"/> Follow federal and state laws, as well as Board policies.</li> <li><input type="checkbox"/> Perform other duties as assigned.</li> </ul> |                                      |                        |                                 |
| <b>IMPORTANT NOTES</b>  |                                      |                        |                                 |
| <p><b>ESSENTIAL DUTIES</b></p> <p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Assistant Superintendent of Personnel Management.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.</p> <p><b>MINIMUM REQUIREMENTS</b></p> <p>In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.</p> <p><b>Fringe Benefits</b></p> <p>FICA is paid by the employee and matched by the School District. Temporary workers do not qualify for employee benefits.</p> <p>Adopted: April 20, 2000</p> <p>Revised: March 2005, March 2007, July 2008, July 2009</p>  |                                      |                        |                                 |