

JEFFERSON COUNTY SCHOOLS
Job Description

POSITION: IEP Consultant K-12, Itinerant for Jefferson County Schools

IMMEDIATE SUPERVISOR: Director of Pupil Services

FLSA STATUS: Exempt

EMPLOYMENT TERM: Minimum 200 days annually, pursuant to WV Code §18-5-45; extended employment terms may be established by JCBOE

210 days

SALARY: Pursuant to WV Code §18A-4-2, in accordance with Jefferson County Professional Salary Schedule, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy

JOB SUMMARY:

PERFORMANCE RESPONSIBILITIES:

1. Familiarize self with existing programs in the county through classroom visitations
2. Serve as a liaison for Pupil Services as assigned, to provide smooth transition of inclusion
3. Observe and monitor students during inclusion into the regular classroom
4. Review the implementation of IEP's with regular and special education teachers
5. Review the implementation of 504 plans with regular and special education teachers.
6. Organize staff development activities not only for the department but also for regular educators on general and special education issues
7. Work with the Psychologist to complete educational testing on assigned students
8. Develop, and coordinate the assistive technology team. Maintain department inventory of technology, and have the ability to work with the technology department
9. Participate in assigned committees
10. Participate in OOS/OSP meetings as needed or assigned
11. Coordinate and develop information to increase school/public awareness of special education
12. Provide feedback and updates to the director on regular basis
13. Coordinate the Special Education Department program with the established county curriculum and the Special Education Department Program with the total curriculum of the individual school.
14. Develop and participate in coaching, mentoring, and monitoring coaching of general education and special education assignments with other departments.
15. Any other related duties and responsibilities as assigned by the Director of Pupil Services

QUALIFICATIONS:

Minimum Qualifications:

1. Valid WV teaching Certificate in Special Education
2. Master's Degree preferred
3. Evidence of a minimum of 3 years of successful teaching in special education
4. Evidence of the ability to utilize technology
5. Demonstrates appropriate oral and written communication skills and effective presentation skills
6. Demonstrates knowledge of how to gather, interpret, and incorporate data.
7. Demonstrates the ability to coach and mentor teachers and work cooperatively and effectively with others.
8. Evidence of strong organizational skills and ability to structure own work routines and procedures.
9. Demonstrates the ability to maintain confidentiality.
10. Demonstrates professional work habits.
11. Possess knowledge of Special Education Laws and policies
12. Experience in Assistive Technology preferred
13. Woodcock Johnson testing preferred

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.