

JEFFERSON COUNTY SCHOOLS
Job Description

POSITION: Lead IEP Consultant, 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

240 Day Contract

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

EVALUATION: Performance in this position will be evaluated by the Superintendent or Director of Pupil Services and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy

JOB SUMMARY: See Performance Responsibility

PERFORMANCE RESPONSIBILITIES:

1. Coordinate the Special Education Department program with the established county curriculum and the special education departmental program with the total curriculum of the county, participating in curriculum and instruction meetings, Pupil Services Leadership meetings, and other meetings as assigned.
2. Be involved with curriculum within his/her department when it is revised or developed
3. Serve as a liaison for Pupil Services as assigned.
4. Observe and monitor students during inclusion into the regular classroom
5. Organize staff development activities not only for the department but also for regular educators on general and special education issues
6. Coordinate and develop information to increase school/public awareness of special education
7. Monitor and participate in eligibility meetings as needed
8. Collaborate on focus plans, and CAP's for special education staff
9. Provide feedback and updates to the director on regular basis
10. Be the site administrator for the ESY program
11. Develop and participate in coaching, mentoring, and monitoring coaching of general education and special education assignments with other departments.
12. Any other related duties and responsibilities as assigned by the Director of Pupil Services

**PERFORMANCE STANDARDS:
QUALIFICATIONS:**

1. Coordinate the Special Education Department program with the established county curriculum and the special education departmental program with the total curriculum of the county, participating in curriculum and instruction meetings, Pupil Services Leadership meetings, and other meetings as assigned.
2. Be involved with curriculum within his/her department when it is revised or developed
3. Serve as a liaison for Pupil Services as assigned.
4. Observe and monitor students during inclusion into the regular classroom
5. Organize staff development activities not only for the department but also for regular educators on general and special education issues
6. Coordinate and develop information to increase school/public awareness of special education
7. Monitor and participate in eligibility meetings as needed
8. Collaborate on focus plans, and CAP's for special education staff
9. Provide feedback and updates to the director on regular basis
10. Be the site administrator for the ESY program
11. Develop and participate in coaching, mentoring, and monitoring coaching of general education and special education assignments with other departments.
12. Any other related duties and responsibilities as assigned by the Director of Pupil Services

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 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.

