

**JEFFERSON COUNTY SCHOOLS**  
**Job Description**

POSITION: Chairperson—Special Education Programs

LOCATION: Jefferson High School, Washington High School

ACCOUNTABLE TO: Building Principal and Director of Pupil Services

QUALIFICATIONS:

1. Masters Degree in Special Education
2. Valid WV teacher certification in special education.
3. Minimum 3 years of successful teaching experience required.
4. Minimum of one year WV teaching experience preferred.
5. Criminal background check conducted pursuant to WV Code §18-5-15c and or §18A-3-10 as appropriate

EMPLOYMENT TERM: 210 days

FLSA STATUS: Exempt

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

EVALUATION: Performance in this position will be evaluated by the building principal/immediate supervise and in accordance with WV Code

**DUTIES AND RESPONSIBILITIES:**

Special Education Chairpersons shall:

- Act as a liaison of special education to the Principal and Department Chairs.
- Provide representation to the leadership team.
- Serve as the communication link between special education and general education.
- Ensure communication with special education staff.
- Coordinate the IEP process within the school, including preparation for, attending and facilitating eligibility and re-evaluation team meetings.
- Coordinate the operation of Special Education within the school.
- Maintain the confidential materials and records of students receiving special education services and complete records requests for transferring students.
- Work closely with principal or designee to coordinate IEPs and attend and facilitate IEP meetings.
- Work closely with principal or designee to develop and implement 504 plans and attend and facilitate 504 plan meetings
- Train the special education staff on relevant IEP topics
- Work closely with principal or designee and Guidance Department to coordinate student schedules and schedule changes/adjustments.
- Assist with accommodation requests for standardized testing (SAT, ACT, etc.)
- Assist with the development of the master schedule.

- Interact with local, state, and federal agencies to facilitate meeting with students, parents, and teachers.
- Facilitate the distribution and collection of special education information as needed.
- Work closely with the administrative team on the analysis of student data.
- Serve as a member of the curriculum team and in turn work closely with the administrative team on instructional planning and meeting the individual educational needs of the special education students.
- Perform other duties as assigned by the principal or 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 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.*