

Richland Parish School Board
Job Description

TITLE: Individual Education Program Facilitator

MINIMUM QUALIFICATIONS: United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

QUALIFICATIONS: Current License/Certification in a minimum of one area of Special Education; five years of experience in the field of Special Education

REPORTS TO: Supervisor of Special Education

JOB GOAL: To serve as liaison in providing appropriate Special Education services for students who are gifted, talented, or speech-only and ensure the accuracy of data and compliance in eSER.

TERMS OF EMPLOYMENT: 9 Month

EVALUATION: Performance Evaluation, annually

COMPENSATION: Adopted RPSB Certified Salary Schedule

PERFORMANCE RESPONSIBILITIES:

1. Analyze assessment and discipline data to evaluate implementation and effectiveness of job related activities.
2. Promote appropriate disciplinary and social standards among students by providing staff development and behavior intervention services to students, teachers, and school administrators.
3. Coordinate services provided for students with disabilities in all settings.
4. Assist teachers in planning strategies and developing special teaching techniques to accomplish IEP goals and objectives.
5. Serve as the primary point of contact for assigned schools.
6. Assist in securing materials and supplies for teachers as called for in the IEP/ITP.
7. Coordinates special transportation for students based on their IEPs.
8. Provide in-service training to special education personnel on state-mandated bulletins, policies, and procedures.
9. Coordinate and monitor implementation of existing and newly implemented Federal, State, and Local regulations. Provide in-service training on these regulations to regular and special education personnel as necessary.
10. Assist in conducting in-depth monitoring reviews of the special education program.
11. Serve as one of the officially designated representatives of the school system.
12. Assist school personnel and parents in designing, planning, implementing, maintaining documentation, and monitoring the effectiveness of behavior plans.
13. Assist Special Education Supervisor to support, implement, and ensure application of district initiatives.
14. Assist in conducting in depth monitoring reviews of the special education program.
15. Submit IEPs to the SER system.

16. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.
17. Ensure that services provided by personnel are of high quality, provided in the LRE, and are aligned with students' IEPs.
18. Assist Special Education Coordinator in supporting, implementing, and ensuring application of district initiatives.
19. Assist in improving the instructional program through classroom observation, visitation, and department meetings.
20. Work with building administrators and lead teachers to plan, facilitate, monitor and evaluate positive instructional outcomes for all students while implementing IEPs in the special education program throughout the district.
21. Assist school personnel and parents in designing, planning, implementing, maintaining documentation, and monitoring the effectiveness of behavior plans.
22. Promote appropriate disciplinary and social standards among students by providing staff development and behavior intervention services to students, teachers, and school administrators.
23. Reinforce instruction for all assigned special education students in alternative online learning setting in a variety of academic subjects and other learning activities, including implementing IEPs and behavior plans.
 - a. Facilitate all learning for all assigned students.
 - b. Ensure that students assigned to alternative learning setting have work assigned and complete work daily.
 - c. Collaborate with special education teachers and staff at students' assigned schools to ensure a smooth transition to and from the alternative setting.
 - d. Track attendance and service delivery and prepare appropriate paperwork to appropriately account for student attendance in alternative learning setting.
 - a. Provide research-based specialized instruction to address the instructional goals and objectives contained within each student's Individual Education Plan (IEP).
24. Motivate student learning.
 - a. Connect with the students as often as indicated in the student's IEP by phone or video conferencing during normal school hours.
 - b. Monitor academic progress of students with an IEP who are assigned to online learning.
 - c. Ensure availability to students and intervene with students as needed.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.

9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific instructional requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____