

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Special Education Team Facilitator

REPORTS TO: Site Principal / Director of Special Education

CLASSIFICATION: Professional

FLSA STATUS: Exempt

EMPLOYMENT TERM: 200 days annually, pursuant to WV Code §18A-4-7a; extended employment terms may be established by McDowell County BOE

COMPENSATION: \$1,500 per year

EVALUATION: Evaluations are conducted as defined in West Virginia Board of Education Policy 5310

JOB SUMMARY: A professional educator who has a direct instructional relationship with students, spending the majority of time in this capacity. The educator's goal is to create a flexible program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the contact person for all special education matters at the building level;
- Process all referrals at the building level;
- Set up all Eligibility/IEP Meetings with the principal, psychologists, teachers, and parents by scheduling through the psychologist. Responsible for sending the Notices of Eligibility Committee and/or Individualized Education Program Team Meetings excluding annual review meetings which will be sent by caseload teacher;
- Maintain open communication with all teachers regarding Special Education matters at the building level;
- Attend Student Assistant Team meetings when requested by the building principal. Complete the SAT/MDET form for students suspected of having a Learning Disability;
- Attend meetings scheduled by the Director of Special Education;

- Disseminate appropriate paperwork to special education teachers;
- Collect monthly reports, Medicaid forms, supply orders, etc. from special education teachers at your building;
- Maintain confidentiality of student records;
- Assist with obtaining records for transfer students; and
- Other duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

- Directly responsible to the building principal.
- Works cooperatively with all the school staff.
- Ultimate responsibility to the Superintendent of Schools.

SUPERVISORY RESPONSIBILITIES:

Supervises classroom, students, and volunteers. Supervises students in instructional and non-instructional settings in order to assure their health and safety.

EDUCATION

- Possesses the minimum of a bachelor's degree
- Valid WV Certificate

QUALIFICATION REQUIREMENTS:

- Must hold a special education certification;
- Demonstrate and articulate a thorough understanding of the Special Education process and IEP process;
- Demonstrate effective communication skills with parents and building level staff; and
- Demonstrate the ability to schedule meetings with parents and appropriate staff within timelines.

MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING AND OTHER SKILLS/ABILITIES:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

- Ability to apply knowledge of current research and theory in instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned;

- Ability to establish and maintain effective relationships with students, peers and parents skill in oral and written communication;
- Ability to perform duties with awareness of all district requirements;
- Maintains professional work habits;
- Maintains an appearance and personal hygiene which are concurrent with the educational process; and
- Cooperates with staff in order to foster a harmonious working atmosphere.

PHYSICAL DEMANDS: The physical demands described here 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 stand, talk, hear, walk and sit. While performing the duties of this job, the employee may occasionally push or lift boxes of books, data projectors, computers and equipment related to computers, and AV/Mobile Computer Lab carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and 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. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

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.

The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.