



Columbia County School District Job Description

Position Title: Facilitator – Special Education		
Department: Special Services	Evaluation Instrument: Performance will be evaluated annually by the Director of Special Services in accordance with policy GBI – Evaluation of Personnel	
Pay Grade: Administrative Salary Schedule based on certificate level and acceptable years of experience, Grade Q	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 195 days per year, 8 hours per day		
Reports to: Director of Special Services		

MINIMUM QUALIFICATIONS

Education: Master of Education in Special Education; Certification in two or more areas of exceptionality; L-5 Georgia certificate in Educational Leadership (preferred).

Essential Knowledge/Skills: Extensive knowledge of federal, state and local regulations governing special education, judicial decisions relative to special education and students with disabilities. Extensive knowledge of various interventions in working with students with disabilities in the school setting. Must have an understanding of statewide assessments and the ability to discuss student’s progress as it relates to assessments. Must be able to analyze progress monitoring data to assist teachers with interventions and monitoring a student’s progress in the general education as well as special education settings. Must possess personal characteristics and professional conduct to successfully interact with teachers, administrators and the public. Should be detailed oriented in order to ensure compliance with state rules and regulations regarding IEP/Eligibility dates, appropriateness and implementation. Should have an understanding of Assistive Technology, Functional Behavioral Assessments, Behavior Intervention Plans and Transition plans.

Experience: Minimum five years successful teaching experience in the areas of Interrelated, Emotional/Behavior Disorders, Intellectual Disabilities, Autism, and/or Specific Learning Disabilities.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Works with general education personnel to interpret and implement GADOE rules and regulations regarding students with disabilities
- Works with building administrators in scheduling SWDs according to students’ IEPs
- Conducts eligibility meetings within assigned schools
- Analyze formative data across teachers and grades to identify adjustments that will promote AYP for SWDs
- Works with general education teachers who teach SWDs, giving suggestions on how to meet the needs of those students in the general education setting
- Collect data on growth of special education programs within assigned school
- Coordinate annual IEP and triennial reviews of eligibilities to ensure compliance with IDEA 2004
- Assist with parent complaints/conferences regarding SWDs at the school level
- Assist building administrators with disciplinary issues regarding SWD’s
- Attend disciplinary hearings and conduct manifestation meetings for SWDs
- Support the development of behavior intervention plans and assist with implementation of those plans
- Assist teachers with progress monitoring and graphing data
- Supervise FTE and other district compliance verification processes

- Support the implantation of district initiatives
- Ensure due process procedures are followed at the school level
- Act as the LEA representative at IEP meetings
- Assist teachers in writing legally defensible IEPs
- Complete observations of students in the classroom
- Act as a resource for problem solving for teachers/administrators who work with students with disabilities
- Assumes other responsibilities assigned by the Director or Special Services

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: June 7, 2016