

CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION
Job Description: Exceptional Education Specialist

JOB TITLE: Exceptional Education Specialist	LOCATION: As set by the Superintendent
IMMEDIATE SUPERVISOR: Principal	WORK SCHEDULE: 10-M - 210 Days - 8 hours PAY GRADE: Teacher Scale
SPECIAL REQUIREMENTS: Must be a fully-licensed Special Education Teacher	FLSA STATUS: Exempt
EDUCATION/EXPERIENCE: As set by VDOE certification requirements and by the Caroline County School Board	

JOB GOAL:

To provide case management support for students with disabilities regarding their IEPs and Eligibilities. Provide coaching support to novice exceptional education teachers.

PERFORMANCE RESPONSIBILITIES:

Responsibilities:

- ☐ Write all IEP's and/or Eligibility documents assigned to your caseload.
- ☐ Coordinate and communicate with all stakeholders that support students on your caseload.
- ☐ Confirm special transportation documents have been completed and communicated to the Transportation Department.
- ☐ Confirm with related services providers for each student to ensure services are correct & communicated.
- ☐ Confirm the student's schedule supports the services written in the IEP.
- ☐ Verify all assistive technology, accessible instructional materials, accommodations, modifications, &/or adapted equipment. Ensure that it is available & ready to use by the student(s) & teachers..
- ☐ Provide all accommodations, goals, behavior plans, & other pertinent documents & share with teachers and paras.
- ☐ Create a calendar for all IEPs, and triennial evaluation due dates for the school year. Schedule IEPs & triennials with stakeholders.
- ☐ Contact the parent/custodial parent/guardian of the students on your caseload.
- ☐ Provide access to IEPs, Eligibility sheets/BIPs/data sheets (the necessary information needed for the paraeducator to provide individualized instruction).
- ☐ Work collaboratively with Novice Teacher Coaches to provide instructional and compliance coaching support to novice exceptional education staff at the assigned location.
- ☐ Design and lead professional learning as assigned by the Principal and Director of Exceptional Education.

- ☐ **General Education Support:**

- ☐ Provide supplementary aids & supports, including assistive technology or accessible materials.
- ☐ Provide program and/or curriculum modifications and accommodation information
- ☐ Support with Special education training for the regular education teacher on the use of assistive technology.
- ☐ Support with the development & implementation of FBAs & BIPs designed to identify & meet the daily behavioral challenges presented by the student in the regular classroom.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel