



## **IEP Facilitator**

**Terms of Employment: 11-months**

**Exemption Status: Exempt**

**Salary: \$57,361 - \$96,043**

**EACC Scale: U11**

### **EDUCATION, QUALIFICATIONS AND WORK EXPERIENCE**

- Bachelor's degree required, Master's Degree preferred.
- Hold or be eligible for a Maryland Standard Professional Certificate with special education endorsement.
- Three (3) years of satisfactory special education classroom teaching experience required.
- Knowledge and experience with IEP procedures.
- Knowledge and experience in administering and interpreting education assessments.
- Demonstrated leadership, organizational and planning skills in an educational environment.
- Demonstrated ability to work professional and discretely with confidential information.
- Self-motivated with the ability to work both independently and in a team environment.
- Communicates effectively both orally and in writing.

### **ESSENTIAL JOB FUNCTIONS**

- Must be available to work during the summer months of June and August.
- Organizes and manages the IEP process and documentation in assigned schools.
- Chairs IEP Team meeting in assigned schools.
- Accepts referrals at the school levels. Assists in gathering and organizing pertinent information as appropriate for each phase of the IEP process.
- Invites appropriate participants to attend meetings.
- Prepares and distributes agendas to appropriate personnel.
- Monitors and updates referrals, assessments and other individual Special Education records.
- Knowledge of the IEP assessment timelines.
- Observes students who have been recommended for evaluation.
- Acts as a liaison for all special education discipline related problems when appropriate.
- Assists in identifying the special needs of students.
- Assists regular education teachers in the identification of students for and preparation of the referral form for consideration of special education services.
- Helps interpret special education policy to public/private school-based staff and parents.
- Encourages a healthy school atmosphere through the effective use of human relation skills.
- Monitor IEPs for compliance.
- Reports to the Director of Special Education and Director of Compliance.

### **ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS**

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

Rev. 2/2019