

FAYETTE COUNTY PUBLIC SCHOOLS

Consultant, Exceptional Children's Services

Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Exceptional Children's Services
REPORTS TO:	Executive Director of Exceptional Children's Services
SALARY:	Salary based on Fayette County Public School System Educator Salary Scale adjusted for days Worked plus position supplement

FLSA STATUS:	Exempt
WORK CALENDAR:	210 Days
APPROVED (Board):	December 2003
REVISED:	June 2015; February 2018; September 2022; May 2023

SUMMARY: Facilitates and provides specialized expertise in instructional and behavioral support for students with disabilities; identifies educational needs and provides classroom support for teachers of students with disabilities. Provides guidance regarding compliance with the IDEA federal regulations and state rules for students with disabilities.

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Support classroom teachers by providing strategies to increase student access to the general curriculum, promote positive student behavior, and improve student achievement
3. Assess student performance, conduct eligibility meetings, and chair Individualized Education Program (IEP) meetings, behavior intervention plan meetings and manifestation determination reviews to ensure due process compliance with local, state and federal requirements
4. Complete and maintain federal, state and local documentation for maximum class size, Full-time Equivalent (FTE), and other required reports
5. Monitor compliance with IDEA, federal regulations, and state rules for students with disabilities
6. Plan and conduct local and school wide professional learning and in-service activities on current trends and issues related to special education
7. Plan collaboratively with school instructional personnel to ensure quality curriculum delivery for students with disabilities
8. Consult and collaborate with parents, teachers, administrators and other professionals regarding student performance and educational programming for students with special needs
9. Assist in conducting ongoing program monitoring and evaluation activities
10. Perform Child Find activities as needed including discussing parent concerns, conducting Tier meetings, tracking students and student progress and coordinating preparation for eligibility meetings
11. Perform other professional duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

- Hold or be eligible for a valid Professional Standards Commission approved certificate at level SRT-5 or SRS-5 or above in special education or related field
- Minimum of three (3) years' experience in special education or related field
- Leadership experience such as Curriculum Contact Person, Department Chair, Instructional Lead Teacher or Local Education Agency Representative
- Excellent oral, written and interpersonal communication skills

PHYSICAL DEMANDS:

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Ability to lift a student up to a weight of 35 pounds without assistance; ability to perform a two-person lift for students over 35 pounds. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

Experience developing and conducting teacher training workshops

Experience in more than one level (Pre-K, K-5, 6-8, 9-12)

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.