

**GODDARD SPECIAL EDUCATION COOPERATIVE  
CERTIFIED JOB DESCRIPTION**

**POSITION:** IEP Reader

**RESPONSIBLE TO:** Director of Special Education

**EVALUATED BY:** Director of Special Education

**TERMS OF EMPLOYMENT:** Board of Education Policy

**JOB DESCRIPTION:** The IEP Reader conducts comprehensive audits of Individualized Education Programs (IEPs) to ensure compliance with federal, state, and cooperative policies, providing detailed feedback, correction support, and consultation to special education staff and leadership. This role also tracks data to identify trends, supports systemic improvement, and generates reports to guide professional development, staffing, and service decisions, while maintaining accuracy, confidentiality, and alignment with the cooperative's vision.

**ESSENTIAL DUTIES:**

1. Conducts regular IEP audits to ensure compliance with state and federal policies and regulations, as well as District and/or Cooperative special education policies and procedures, providing feedback to special education providers and if necessary, and assisting with the correction of errors or missing information.
2. Acts as a consultant in regards to policies and Cooperative IEP guidance; for special education teachers, cooperative facilitators, and building leaders on errors and verifications, to ensure compliance with IEP paperwork.
3. Verify all required components of an IEP are present (ex: goals, services, accommodations, transition plans, timelines, team participation, etc.) as well as detect missing, inconsistent, or unclear information in IEPs.
4. Utilizes the IEP system to create or complete reports for Cooperative administration, building administration, or staff in relation to student services, staff allocations, or state reports and indicators.
5. Track review outcomes in order to use the data to identify trends and areas in need of professional development or systemic improvement.
6. Provide written feedback and recommend necessary corrections and clarifications.
7. Keeps accurate and up-to-date records and completes reports, as required at the state, local and/or district levels, as well as verifying timely and accurate data and submissions.
8. Meets regularly with the Goddard Special Education Cooperative Administration to develop and integrate district/cooperative vision.

9. Ensures the development of IEPs are developmentally appropriate, curriculum/standards-based, strength based, and designed to meet individualized student needs.
10. Monitors and/or oversees IEP and evaluation due dates and completion of all required paperwork in an accurate and timely manner.
11. Ensures the confidentiality of student records, students and their families.
12. Advocates for special education with school leadership.
13. Other duties as assigned by the direct supervisor.

#### **REQUIRED QUALIFICATIONS:**

A minimum of 3-5 years of experience in a licensed, certified special education position. School psychology background is preferred, but not required. No less than a Masters degree. Requires proficiency in special education policy in relation to state and federal laws and legislation. Requires the ability to collaborate effectively with a diverse population, be a team-player, be self-driven and organized, and uphold a high level of professional and ethical standards.

#### **ATTENDANCE REQUIREMENTS:**

As required in contract and School Board Policy.

#### **PROFESSIONAL DUTIES:**

1. Demonstrate an advanced understanding of IEP writing practices and compliance.
2. Demonstrates advanced knowledge in the continuum of special education services.
3. Maintain appropriate, confidential records and provide timely reports.
4. Demonstrate an understanding of state and federal special education practices, laws, and regulations.
5. Demonstrate excellent oral and written communication skills and the ability to communicate effectively with a diverse group of colleagues.
6. Be committed to meeting the needs of a diverse student population.
7. Have a track record of being a team player and community minded.
8. Be committed to their own professional development.
9. Responds in a timely and efficient manner.
10. Have excellent time-management skills, attention to detail, and ability to work independently.
11. Adhere to a high level of professional and ethical standards.

#### **PERFORMANCE ASSESSMENT:**

Performance will be assessed by the Director of Special Education in accordance with approved USD 265 district and state policies and regulations.

All duties and expectations for this job description will be in compliance with the facilitator's contract.

I have received and read this job description.

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IEP Reader's Signature

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Date

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Supervisor's Signature

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Date