

**GODDARD SPECIAL EDUCATION COOPERATIVE
CERTIFIED JOB DESCRIPTION**

POSITION:	Special Education Facilitator
RESPONSIBLE TO:	Director of Special Education
EVALUATED BY:	Director of Special Education or Designee
TERMS OF EMPLOYMENT:	Board of Education Policy
JOB DESCRIPTION:	The Special Education Facilitator provides leadership in facilitating special education programming and services across the special education cooperative districts. The facilitator actively supports schools and teams to ensure that a strong commitment to improving academic and social achievement of students with disabilities is evident.

ESSENTIAL DUTIES:

1. Acts as a consultant in regards to policies and procedures for student support teams to assist with educational decisions based on relevant data and culturally responsive practices that are in compliance with special education laws and processes.
2. Promotes inclusionary practices that foster the understanding of Special Education laws, rules and regulations, ensuring that students with disabilities are receiving a free and appropriate education in the least restrictive environment.
3. Develops, prepares, coordinates, and maintains relevant meetings, training and professional development opportunities for staff.
4. Develops and disseminates information and resources related to special education to support and guide building teams, special education coaches, facilitators, coordinators and administration, for program quality improvement efforts.
5. Provide guidance to the evaluation teams to ensure compliance with all state expectations, regulations, policies and monitor student results related to Goddard Special Education Cooperative initiatives and provide suggested next steps to district leadership based on data and research.
6. Maintains current knowledge of laws, legislations, and guidelines affecting special education.
7. Assists in conducting IEP audits to ensure compliance with federal and state law, as well as District and/or Cooperative special education policies and procedures.
8. Assists in ensuring IEPs are developmentally appropriate and relevant to individual students.
9. Keeps accurate and up-to-date records and completes reports, as required at the state, local, and/or district levels, within required timelines.
10. Routinely attends workshops/conferences to stay abreast of new information, innovative ideas, community resources, and techniques for the purpose of ensuring students with

disabilities are receiving what they need to learn effectively and to participate and progress in the general education curriculum.

11. Meets regularly with the Goddard Special Education Cooperative Administration to develop and integrate district/cooperative vision.
12. Works professionally with administrators, staff, parents, and the community.
13. Attends division and facilitator meetings.
14. Advocates for special education with school leadership.
15. Other duties as assigned by the direct supervisor.

REQUIRED QUALIFICATIONS:

A minimum of five years of experience in a licensed, certified special education position. No less than a Masters degree. Requires proficiency in special education laws and processes. 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 state and federal special education practices, laws, and regulations.
2. Demonstrate an understanding of IEP systems.
3. Demonstrate knowledge in the continuum of special education services.
4. Demonstrate excellent oral and written communication skills and the ability to communicate effectively with a diverse group of colleagues, parents, families, and community members.
5. Be committed to meeting the needs of a diverse student population.
6. Have a track record of being a team player and community minded.
7. Be committed to their own professional development.
8. Have excellent time-management skills, attention to detail, and ability to work independently.
9. Maintains the confidentiality of students and their families.
10. Adhere to a high level of professional and ethical standards.

PERFORMANCE ASSESSMENT:

Performance will be assessed by the Executive Director of Student Support Services 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.

Facilitator's Signature

_____/_____/_____
Date

Supervisor's Signature

_____/_____/_____
Date