

**JOLIET TOWNSHIP HIGH SCHOOL
JOB DESCRIPTION**

- POSITION TITLE:** IEP Manager
- QUALIFICATIONS:** Illinois Professional Educator License
LBS1 Endorsement
- REPORTS TO:** Coordinator of Special Services
- TERMS OF EMPLOYMENT:** Annual (10) month contract
- EVALUATION:** Performance to be evaluated annually in accordance with the Board and Administrative Policy
- JOB GOAL:** Provide educational leadership within the Special Services Department working with Special Education teachers, staff and parents in the management of student IEPs.

PERFORMANCE RESPONSIBILITIES:

- Serve as a resource person in the management of student IEPs.
- Conduct IEP meetings as assigned.
- Develop skills in the use of the electronic IEP Program.
- Ensure that all due process procedures and timelines are met.
- Assist in the monitoring of the delivery of student IEPs.
- Maintain records and ensure that all student's IEPs remain in compliance with state rules and regulations.
- Monitor student performance in both special education and general education settings.
- Collect, analyze, and report data in a meaningful manner.
- Participate and develop staff in-service activities regarding the IEP.
- Develop and maintain positive articulation with internal staff and Special Education programs from sender schools.
- Participate in various meetings as directed by the supervisor.
- Maintain open communication between Teachers, Deans, Counselors, Social Workers, School Psychologists and Administration on student concerns and needs to determine if additional support/changes are needed for students.
- Communicate all decisions, plans, and policies to parents, team members, and advocates.
- Meet with the Special Education staff and support personnel to discuss student's programs and related difficulties as they occur.
- Assist with evaluation of staff as requested by Coordinator of Special Services.
- Assume such other duties as may be assigned.