

**JOLIET TOWNSHIP HIGH SCHOOL
JOB DESCRIPTION**

- POSITION TITLE:** Alternative Services Facilitator
- QUALIFICATIONS:** Illinois Professional Educator License
LBS1 Endorsement
General Administrative Endorsement (Optional)
- REPORTS TO:** Director of Alternative Programs
- 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 IEP's. Coordinate homebound and home based services for qualified services. Provide services to students with disabilities who are placed in programs provided by and contracted with other public, private, and non-profit educational programs

PERFORMANCE RESPONSIBILITIES:

Essential Job Functions of an IEP Manager:

- Serve as the resource person in the management of student's IEP.
- 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 IEP's.
- Maintain records and ensure that all students' 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 in regards Special Education services.
- 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.
- Assume such other duties as may be assigned.

Essential Job Functions of Home/Hospital Facilitation:

- Ensure the continuity and integrity of instructional services to students receiving homebound services.
- Provide arrangements that are essential to homebound instruction and the return to the educational setting.
- Evaluate data provided by parent/guardian and physician.
- Communicate and coordinate services with PPS department to prepare documents necessary to secure home/hospital services.
- Assign teachers as appropriate.
- Provide training to staff regarding homebound services bi annually.
- Prepare homebound student information packages for teachers.
- Determine the start and end date of services provided based on the documentation received by the student's physician and state guidelines.
- Maintain accurate records for the Home/Hospital program.
- Work with teachers, parents, students, and staff to resolve problems regarding homebound services.
- Prepare, verify, and submit payroll to Special Services department.

Essential Job Functions of Placement Coordination:

- Identify and evaluate placement options for students with disabilities when needs are beyond district programs.
- Make referrals to alternative programs for the placement of assigned students and attend intake meetings at sites.
- Attend meetings when students are being discharged from out of district programs
- Case manage students placed in outside placements, including the initiation of eligibility, planning, and IEP development.
- Serve as the LEA for such student's special education, treatment review and transition meetings.
- Coordinate with School Psychologists and other staff when appropriate, triennial evaluation and other eligibility information.
- Schedule triennial evaluations and follow up with evaluators and eligibility team members to ensure timelines are met.
- Attend IEP, eligibility, program review, treatment review, and discharge meetings for assigned students.
- Develop strategies and work with alternative programs to enable students to return to their home school whenever possible and when appropriate.
- Assist in the development of transition plans, safety protocols, functional behavioral assessments, behavior intervention plans and manifestation determinations for assigned students.
- Communicate adequately and effectively with parents or assigned students, other agencies, districts and individuals on behalf of assigned students as needed.
- Ensure alternative programs effectively communicate with other agencies, parents, and Joliet Township District 204.
- Ensure contract compliance, including compliance with all state and federal laws including special education timelines and documentation requirements.

- Train staff when applicable, on policies, procedures, and practices when directed by the Director of Alternative Programs, Director of Special Services and/or Assistant Superintendent.
- Collect and analyze data on students in outside placements, including attendance, academic and behavior performance, progress on IEP goals and program outcomes.
- Regularly communicate with Director of Alternative Programs, Director of Special Services and/or Coordinators for Special Education on assigned students.
- Collaborate with the Transportation Department regarding the transportation needs of assigned students.
- Assist with the decision on student removal from programs due to behavior, attendance, and other issues.
- Work with Director of Alternative Programs and/or administration to identify program needs.
- Assist in the ongoing monitoring of Special Education programs, processes, and documentation.
- Other duties as assigned.