JOB DESCRIPTION
CEIS COORDINATOR
SPECIALIZED STUDENT SERVICES

JOB DESCRIPTION CREATION / REVISION DATE: 4/2/2019

POSITION TITLE: Coordinated Early Intervening Services (CEIS) Coordinator

DEPARTMENT: Specialized Student Services

REPORTS TO: Director of Specialized Student Services

SUPERVISES: K-3 Teacher Leaders, other CEIS program personnel as necessary

POSITION GOAL(S):
The role of the CEIS Coordinator is to coordinate and facilitate district services provided to students in kindergarten through grade 12 who are not currently identified as needing Special Education or related services, but who need additional academic and behavioral supports to succeed in a general education environment. The main focus is to provide direction and supervision for all CEIS activities to address disproportionality in the district. In order to provide relevant supervision, the CEIS Coordinator is involved in the identification, planning and implementation of professional development, training, and distribution of resources for CEIS programming. Communicating and interfacing with building and district administration and adhering to the CEIS federal guidelines are key features of this role.

ESSENTIAL FUNCTIONS:
1. Utilizing input and feedback from district staff including building administrators, Coordinator will facilitate the management of the District CEIS Plan to implement systems and resources in order to conduct yearly fidelity check assessments and recommend appropriate revisions to the CEIS plan as it relates to SPP Indicator 9 & 10.
2. Assists with researching, planning, and creating professional development opportunities related to academic, social-emotional learning and other topics to address disproportionality through scientifically based academic and behavioral interventions.
3. Evaluates teacher leaders and other program personnel performance by participating in the formal evaluation process in collaboration with building administration.
4. Interviews and assists in the selection process for K-3 Teacher Leaders and other personnel in conjunction with district administration.
5. Assist schools and district in determining which students need additional support by considering factors such as performance on reading or math assessments, disciplinary referrals, or suspension and expulsions.
6. Keep accurate data to be able to provide documentation that CEIS funds were used to provide services only to students in need of additional support.
7. Oversees, monitors, and assigns teacher leader referrals:
   - Support the tracking system to document referrals, academic and behavioral interventions, progress monitoring, and referrals for additional support
   - Meet weekly with Teacher Leaders to plan, support, and monitor students and
designated schools.
8. Assists CEIS team members in the improvement and updating of methods, materials, and techniques for his/her professional area.
9. Observes Teacher Leaders and specific students and makes recommendations.
10. Provides ongoing communication with district and building administrators, staff and parents.
11. Interprets and disseminates information regarding state/federal rules and regulations regarding disproportionality and CEIS.
12. Works as a liaison coordinating between district administration, district resources, community agencies, and schools as it relates to all matters impacting CEIS services.
13. Prepares and reviews communication as relevant to CEIS including topics such as social-emotional learning, academic interventions, and CEIS funding allowable expenses.
14. Other duties as assigned.

**KNOWLEDGE AND CRITICAL SKILLS:**

1. Five years or more experience as a psychologist, social worker or position involving RIT/MTSS
2. Prior experience in a leadership position with a demonstrated ability to work cooperatively and effectively with colleagues preferred.

**EDUCATION:**

1. Must hold a current Professional Educator License (PEL) or Illinois General Administrative endorsement.
2. School Services Personnel or Special Education/LBSI endorsement required.

**PHYSICAL DEMANDS:**

Ability to work on a computer over major portion of the day.

**TERMS OF EMPLOYMENT:**

This is an 11-month position. Salary and benefits as established by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of employees.

Employee Signature: ________________________________  Date: _____________

Supervisor Signature: ________________________________  Date: _____________