

## Special Education Teacher Consultant

Certified Position - 2210

<u>Salary</u> Per Salary Schedule	<u>Days</u> Per contract	<u>Reports to:</u> Director of Exceptional Child
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### SCOPE OF RESPONSIBILITIES

To provide assistance in the development, implementation and coordination of the district special education program

### PERFORMANCE RESPONSIBILITIES

1. Establish Positive School - Community Relations.
  - a. Assists the Director in "Child Find" activities by coordinating and communicating with appropriate community service agencies.
  - b. Coordinates and conducts the Special Education Parent Advisory Council Meetings to ensure mutual trust and open communication between school personnel, family members and community agencies.
  - c. Makes home visits as needed to encourage positive communication and proper service delivery for all children with disabilities in the Hopkins County District.
2. Implements Due Process Procedures.
  - a. Assists in formulating checklists and forms for accurate documentation.
  - b. Monitors individual education programs and student folders to ensure student needs are being met Within specified legal guidelines/requirements.
  - c. Assists in providing teachers with accurate training and feedback regarding appropriate due process procedures.
  - d. Coordinates and schedules annual review transitional SBARC meetings for pre-school, elementary, middle and high schools.
3. Instructional Program and Curriculum Development:
  - a. Consults with school personnel concerning behavioral, academic, and vocational needs of students upon request.
  - b. Conducts district-wide in-service training to all school personnel as requested.
  - c. Assists with training for IEP development and monitoring objectives.
  - d. Provides pertinent information regarding special education materials.
  - e. Collects relevant data, reviews and recommends curriculum needs on all grade levels.
  - f. Assists psychologists, home-bound teacher, and other special education school personnel in intervention programming.
4. Record Keeping:
  - a. Assists with data collection for various state and federal reports.
  - b. Coordinates materials for state mandated testing of special education students.
  - c. Assists in the review and completion of special education Professional Staff Data forms.
  - d. Maintains monthly report with complete documentation for all services provided by Teacher Consultant.
  - e. Provides recommendations and documentation concerning individual students to principals upon request.
5. Other:
  - a. Attends appropriate professional meetings.
  - b. Assists in coordination of special transportation services on an individual student need basis.
  - c. Screens applicants for special education positions as requested.
  - d. Performs other duties as assigned by the Director of Special Education.

### MINIMUM QUALIFICATIONS

1. Kentucky certificate, license, or other legal credential required
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable