

Wentzville R-IV School District
Position Description
Locator: 2.16

Position Title: Special Education Department Chair

Reports To: Principal/Assistant Superintendent for Special Services

SUMMARY

To assist in the coordination of special education services for students with disabilities in their building and to assist general and special education staff in providing effective instructional programs through on-going staff collaboration, training and program development and evaluation.

QUALIFICATIONS/REQUIREMENTS

An appropriate Missouri teaching certificate in special education or related field; Masters Degree (MA) preferred; 2 years teaching experience; strong interpersonal skills necessary to coordinate the professional efforts of co-workers within the department and administrators within the school building.

ESSENTIAL JOB DUTIES

- Monitor/approve IEP's for completeness, consistency and accuracy.
- Monitor building specialized transportation requests by entering information into SISK12.
- Receive OSS calls and letters, generate forms (Discipline Log) and inform case manager to schedule manifestation if needed.
- Assist the building principal in daily coordination of daily special education functions.
- Review of special education transfer student records and assist the building principal in assigning staff; assist in scheduling the transfer IEP to provide required special education services.
- File special education paperwork appropriately.
- Support new special education teachers.
- Serve as a model for other teachers within the department.
- Provide building orientation to new special education staff.
- Inform District Process Coordinator about required trainings generated by the IEP process.
- Meet with Principal and District Process Coordinator monthly.
- Facilitate scheduling of an LEA to IEP and ISP meetings in collaboration with building administration.
- Serve as LEA at IEP/ISP meetings in which significant program resources/issues are not anticipated.
- Coordinate the participation in Review of Existing Data meetings/Care Team meetings/Re-Evaluation Staffing with building Principal.

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- Update M-2's for staffing purposes and caseload management with building Principal.
- Collaborate with Principal or District Process Coordinator in the development of building services and caseload assignments.
- Case manages students as assigned.
- Participate in Diagnostic Team as assigned.
- Provide input to District Process Coordinator and building Principal for use in supervision and evaluation of special education personnel.
- Assist building principal in the scheduling of paraprofessionals/Instructional Assistants and help maintain a master support staff schedule.
- Manage building special education budget.
- Maintain building special education inventory.
- Assist the building counselor in the organization of MAP testing groups with accommodations.
- Maintain building data files.
- Collect end-of-year checkout information from building special education staff.
- Collect attendance reports for the non-public students receiving special education services and send to the Special Services Department.
- Act as building special education contact person.
- Participate in the analysis of MAP data.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned by the Principal/Assistant Superintendent for Special Services.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with the current salary schedule and District Policies. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

EVALUATION

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of certificated personnel.