

SPECIAL EDUCATION FACILITATOR

TITLE: Special Education Facilitator

REPORTS TO: Special Education Coordinator

SUPERVISES: N/A

JOB FUNCTION: Coordinate and assist the Special Education Facilitators assigned to the principals in the implementation of the FCPS Board Policies and Procedures as they relate to special education. The Lead Special Education Facilitator will provide technical assistance and professional development training in the implementation of the Kentucky Administrative Regulations, the Individuals with Disabilities Education Act (IDEA), and Section 504 of the Vocational Rehabilitation Act of 1973.

PERFORMANCE RESPONSIBILITIES:

1. Assist the Director of Special Education in the development and implementation of FCPS Board Policies and Procedures as related to special education.
2. Assist the Special Education Facilitators as they implement the following tasks:
3. Schedule ARC's according to Policy and Procedures and timelines.
4. Chair annual review ARC's.
5. Co-chair ARC's as designated by the building principal.
6. Assist staff, parents, etc. in referral procedures including **chairing** a committee designated to assist staff in interventions and strategies prior to a referral to special education, collecting required information prior to ARC to discuss referral (up-dated screenings, documentation of interventions, etc.).
7. Assist staff with interventions and strategies in behavior management (i.e., classroom management programs, individual behavior management programs, conducting a Functional Behavioral Assessment, de-escalation strategies, Safe Physical Management, etc.).
8. Collect data at the school level consisting of number of referrals, effectiveness of special education programs, etc.
9. Input data at the school level into the district tracking system.

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10. Provide in-service to staff on special education issues including due process, eligibility, specific areas of disabilities, etc.
11. Assist with scheduling of special education students.
12. Complete due process forms correctly and accurately.
13. Perform other duties as specified by the supervisor.
14. Completes written documentation in a timely manner.
15. Performs other duties that may be assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- Special education teaching certification
- Master's Degree in education or similar
- Three years of successful teaching experience,
- Endorsement for Educational Consultant.
- Must have working knowledge of the requirements of the Individuals with Disabilities Education Act
- Must be knowledgeable in the various areas of due process including referral, timelines, ARC procedures, least restrictive environments, etc.

LICENSES AND OTHER REQUIREMENTS:

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- Kentucky Certification in Special Education
- Endorsement as teacher consultant

Original Date: 04/1998

Revision Date: _____

Revision Date: _____

Revision Date: _____