



Pickens County Board of Education Job Descriptions

DUE PROCESS FACILITATOR/STUDENT SUPPORT TEAM COORDINATOR

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 11 Month

REPORTS TO: Special Education Director

QUALIFICATIONS:

1. Minimum of T-5 certification in any area of Special Education.
2. Five years successful teaching experience in any area of Special Education.
3. Knowledge of PL 94-142; Section 504 of the Civil Rights Law due process procedures.
4. Full understanding of components of a special education individual education plan.
5. Organizational skills to maintain Special Education student folders and records.
6. Proficient written and oral communication skills; effective interpersonal skills; competent planning and organizational skills; ability to work unsupervised.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Process referrals for identified handicapped transfer students.
- Provide direct supervision at all meetings in which an IEP is written and write minutes for the IEP.
- Assist the Director of Special education to insure that due process procedures of PL 94 – 142 and Section 504 of the Civil Right act and rules and regulations of the Americans with Disabilities Act are followed.

- Consult with the School Psychologist to determine eligibility of students for Special Education.
- Assist the Director of the Special Education in providing in – service on due process and other Special Education procedures and programs.
- Provide monitoring of Special Education records and individual student folders to insure due process compliance.
- Assist each principal to establish and maintain a functioning Student Support Team.
- Assist in preliminary texting of student referrals from each school’s Student Support Team.
- Assist in liaison activities between Special Education and Regular Education.
- Attend Special Education meetings and conferences at the direction of the Director of Special Education.
- Any other duties as assigned by the Director of Special Education.