

MARION COUNTY JOB DESCRIPTION

Position Title: Exceptional Child Education Consultant	
Department: District Wide	
Reports To: Director of Exceptional Child Education or Superintendent	
Approved By: Marion County Board of Education	Date: 4/1/2021

SUMMARY:

The purpose of the Exceptional Child Education (ECE) Consultant is to assist in the coordination and implementation of the Marion County Board Policies and Procedures as they relate to special education. Provide technical assistance and professional development training in the implementation of the Kentucky Administrative Regulations and the Individuals with Disabilities Education Act (IDEA).

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Chair and facilitate IEP and special education meetings for students as requested.
- Manage educational programs for students with disabilities and ensure services are provided in accordance with the IEP.
- Ensure compliance in accordance with IDEA and Kentucky State Regulations in regards to the education of students with disabilities.
- Provide training in due process procedures, special education records management software, data collection, effective programming for students with disabilities for teachers and administrators, and other identified areas of growth.
- Work with other Exceptional Child Education facilitators/school staff to provide an orderly transition between grade levels for students with disabilities.
- Ensure that data is collected in relation to the goals and objectives included in the IEP and reviewed at least annually.
- Ensure IEP progress reports on goals and objectives are provided to parents/guardians at least annually and are based on current data.
- Establish a positive working relationship with parents/guardians and school staff.
- Follow work scheduling and attendance requirements in a regular, predictable, and punctual manner.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Maintain professional knowledge regarding current best practices in general and special education.

- Assist staff with interventions and strategies in behavior management & instructional practices/strategies (i.e., classroom management programs, individual behavior management programs, de-escalation strategies, etc.).
- Complete written documentation in a timely manner.
- Consult and assist in the identification, evaluation, and recommended practices for students with Developmental Delay.
- Demonstrate a commitment to professional growth.
- Maintain appropriate professional appearance.
- Adhere to the Professional Code of Ethics for Kentucky Certified Personnel 16 KAR 1:020.
- Attend training sessions, conferences, seminars, and district/department meetings as assigned by the Director of Exceptional Child Education.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Kentucky Administrative Regulations governing students with special needs, and federal/state regulations governing the due process protections of students with special needs.
- Knowledge of evidence based practices working with students with disabilities.
- Working knowledge of Infinite Campus or current technology program utilized to document due process records.
- Interpersonal skills using tact, patience, and courtesy.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic public speaking techniques.

ABILITY TO:

- Collect and interpret the necessary data to ensure the delivery of appropriate services.
- Effectively and professionally manipulate technology for the purposes of research, data analysis, and report writing, as required.
- Communicate research and program evaluation data to the appropriate staff/agency members for the purposes of supporting school and district initiatives.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Valid Kentucky Certification in the Special Education field/area preferred. Three years of teaching in a special education area or working in a related field. Master's Degree required.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Kentucky Teaching Certificate in the Special Education field/area preferred or School Psychologist.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions staff or students.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently stand and talk or hear and sometimes walk and sit. The employee will occasionally reach forward or above the head, bend and twist at the neck and trunk more than the average person. Employee must have the ability to visit various buildings in the district. The employee must occasionally lift and/or move and push up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the

essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

FileName: Exceptional Child Education Consultant