



Red Lake Public Schools-Providing High Quality Educational Service to the Red Lake Nation.

Red Lake Public Schools ISD #0038 Long Term Substitute – Due Process Facilitator

Posted August 10, 2023

Position: Due Process Facilitator / Child Study Coordinator; Long Term Substitute anticipated from August 29, 2023 – November 3, 2023
Supervisor: Director of Special Services
Building: District-Wide
Terms: Per Teacher's Master Agreement

Position Overview: Facilitate the development of evaluations, individualized education plans, and other due process paperwork that meet state and federal special education rules and regulations. Assist in ensuring efficient and effective district-wide processes for completion of due process paperwork, including child find, pre-referral, referral, evaluation, child count, and reporting processes.

Major Position Duties:

- Monitor district-wide due process paperwork development and timelines for compliance with state and federal special education rules and regulations.
 - o Annually review a sample of each special education teacher's due process files for compliance and review additional files for compliance as requested by the Director of Special Education.
 - o Develop action plans and timelines to work with teachers to bring files into compliance.
 - o Provide regular due process consultation to non-tenured special education teachers in the district.
 - o Assist in the development of due process procedures and training tools as well as provide consultation, training and support for special education teachers in the district.
 - o Provide leadership in addressing MDE's Assistance and Compliance requirements, including self-audits and corrective action plans.
- Oversee the SPED Due Process Office functions, including:
 - o Sending and receiving special education records to/from other districts and outside agencies
 - o Maintaining district cumulative files for all students with special needs
 - o Upkeep of district test kits and protocols as well as maintenance of the district protocol inventory
- Collaborate with the Director of Special Education to provide district-wide oversight of the SPED Forms online due process software program.
- Facilitate the Special Education Assessment Team (SEAT):
 - o Create and maintain an annual document of upcoming re-evaluations and categorical evaluations
 - o Update SEAT documents
 - o Facilitate weekly SEAT meetings
 - o Serve as a lead evaluator on SEAT when necessary
 - o Serve as directing teacher for SEAT paraprofessionals
- Work closely with the District MARSS Coordinator to ensure accurate annual Child Count.
- Facilitate SPED PLT's at a building or districtwide level.
- Maintain current knowledge and skill in special education law, SPED Forms utilization, and evaluation tools and administration.
- Serve as administrative designee on IEP teams and attend other meetings requested by the Director of Special Services.
- Other duties as assigned.



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Qualifications:

1. Licensure by the Professional Educators Licensing and Standards Board (PELSB), with preference for special education licensure. Early Childhood Special Education or Work Experience Coordinator licensure and advanced coursework in special education additionally preferred.
2. Prefer successful experience as a special education teacher with case management and due process responsibilities. Experience teaching a broad range of ages/grade levels is additionally preferred.
3. Coursework or experience in leadership or administration preferred.

Skills and Abilities:

1. Understanding and application of Minnesota due process requirements.
2. Strong written and oral communication skills.
3. Quickly establish rapport with a wide range of students.
4. Develop positive working relationships with parents and colleagues and work collaboratively with peers.
5. Demonstrate knowledge of District policies, rules, and regulations.
6. Understand and follow complex oral and written instructions and complete assignments independently.
7. Analyze situations and take appropriate action regarding routine/emergency procedural matters without immediate supervision.
8. Plan, organize and coordinate assigned tasks to meet established timelines.
9. Maintain professional confidentiality.
10. Possess technological skill necessary to communicate with others, maintain records, utilize online assessment scoring tools and write evaluation reports.

Physical Requirements:

1. Stand, walk, bend over, kneel, crouch, reach, overhead, grasp, push, and pull. Move, lift, and/or carry up to 30 lbs. to shoulder height.
2. Repetitive use of hands (i.e. fine manipulation, simple grasping, and power grasping).
3. Stand, sit, and/or walk for extended periods of time.
4. Demonstrate normal depth perception.
5. Dexterity of hands and fingers to operate a computer keyboard, standard office equipment, and telephone.
6. See and read a computer screen and printed materials with or without visual aids.

VERIFICATION OF COMPETENCY:

1. District application and professional resume completed
2. Provide documentation of licensure credentials.
3. Provide the letters of reference from education professionals.

To apply send complete District application, cover letter, resume, and credentials to: Human Resources, Red Lake School District #38, PO Box 499, Red Lake, MN 56671, fax to (218)679-2321, or email to avanhorn@redlake.k12.mn.us