

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Special Education District Evaluator
Location: Maple Run District Offices
Job Group: Professional Staff
Reports To: Director of Special Education

Summary: The Special Education Evaluator will work with special education case managers and school psychologists to determine the appropriate assessments as part of the special education evaluation process. This position will work across schools and grade levels throughout the district.

Essential Duties and Responsibilities: Conducts extensive psychological examinations and classroom observations of referred students.

1. Collaborates in meetings and conferences regarding referred students or as requested. Meetings will include evaluation planning, evaluation findings, and IEP meetings as appropriate.
2. Serves as a resource concerning disabilities and/or learning issues for students, parents/guardians, and other school personnel.
3. Expertise in administration and interpretation of assessments as part of a comprehensive special education evaluation as determined by the EPT. Assessments will include but are not limited to achievement and may address cognitive based on training and experience.
4. Interprets diagnoses to school personnel, other involved professionals, parents, and students in order to develop individualized recommendations to support students and their teachers.
5. Prepares written summaries and reports based on assessment data.
6. Makes teaching and learning recommendations on ways to support those students referred for examination based on their learner profile, strengths, and needs.
7. Reviews student files to understand school performance.
8. Collaborates regularly with school psychologists, special educators, Director of Special Education, related service providers, and other members of student/school teams to better understand student needs.
9. May perform other duties as assigned.

Supervisory Responsibilities: Responsible for those students referred.

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: Bachelor's degree in special education, master's degree preferred. Advanced coursework preferred in special education law, learning disabilities, training in administration and interpretation of special education evaluation assessments. At least three years of successful experience as a special educator with experience in assessment. Knowledge of Vermont Special Education Requirements. Experience in diagnosing and developing evidence-based support plans for students with disabilities.

Certificates, Licenses and Registrations: Valid Vermont Teaching Certificate with Special Educator Endorsement and/or course work related to assessments in special education.

Language Skills: Ability to read, analyze, and interpret professional texts and journals, technical procedures or governmental regulations. Ability to write reports, correspondence, and procedures. Ability to effectively present information and respond to questions from groups of parents, students, staff and the general public.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions in various forms and to deal with many abstract and concrete variables.

Other Skills and Abilities: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement interventions based on department and school objectives and the needs and abilities of assigned students. Ability to establish and maintain effective working relationships with students, peers, parents, and community; ability to speak clearly and concisely in written or oral communication. Technology proficient with Microsoft applications, Google Workplace, ability to become proficient in DocuSped and data systems software.

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 as defined by the district may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly will sit, walk, and stand. Specific vision abilities required by this job include close vision. The employee will perform repetitive hand, wrist, and finger motions while writing, typing, or administering various tests. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs., such as books or assisting the mobilization of students.

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 occasionally quiet to moderate. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety and well-being of students. Some travel from school to school is required.

Terms of Employment: Per Professional Staff Master Agreement

Evaluation: Per Professional Staff Master Agreement

Date: May 9, 2023

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The Board of School Directors reserves the right to waive the essential requirements contained in this job description.