

IEP Coordinator/Coach Job Description

Qualifications:

1. Qualifications as outlined in West Virginia Code 18A-4-7a.
2. Minimum of a master's degree and certification in Special Education.
3. Trained and knowledgeable of IDEA, federal regulations, and State Board Policy 2419.
4. Trained and experienced in developing and providing staff development for teachers and paraprofessionals.
5. Trained and experienced in developing standards-based Individualized Education Programs (IEPs) using the WV statewide IEP online format.
6. The ability to demonstrate effective teaching techniques including, but not limited to, differentiated instruction, targeted intervention, and special education learning focused strategies.
7. Ability to communicate effectively with students, school personnel, and parents.
8. Ability to work cooperatively with school personnel.

Immediate Supervision: Director of Special Education

Duties and Responsibilities:

1. Monitor and observe special education programs and services in special and regular education settings on a scheduled basis.
2. Provide technical assistance to principals, LSICs, IEP teams, and teachers regarding effective instruction and best practice, special education service delivery options, and staffing considerations.
3. Assist with the selection of supplemental programs/materials designed to meet the needs of students with disabilities.
4. Assist in the planning and implementation of professional development designed to meet the identified needs of special education students and programs.
5. Provide orientation and systematic follow-up assistance to new special education personnel.
6. Assist special education teachers, classroom teachers, and principals in analyzing individual student data to inform instruction.
7. Assist with the collection, compilation, and analysis of school and county data relevant to student progress and improvement planning.
8. Maintain and improve professional skills through participation in relevant staff development programs.
9. Perform other job-related duties as assigned by the principal or Director of Special Education.

Jackson County Board of Education
Approved: July 16, 2009