

Special Education IEP Coordinator

Job Description

Qualifications:

1. West Virginia Teacher Certification in Special Education.
2. Training and experience in the implementation of State Board Policy 2419.
3. Training and experience in the West Virginia Continuous Improvement Monitoring Process.
4. Training and experience in the West Virginia Department of Education Individualized Education Program (IEP).
5. Training and experience in Student Centered Instructional Planning.

Immediate Supervisor: Director of Special Education

Duties and Responsibilities: To be completed outside the employee's instructional assignment, such as during the teacher's lunch period, before and/or after school hours.

1. Review IEPs for procedural compliance consistent with state board policy 2419 and Continuous Improvement Monitoring Process (CIMP).
2. Collect, maintain, and analyze CIMP data for OSE reporting.
3. Provide feedback/training for employees as indicated.
4. Maintain positive work habits.
5. Work cooperatively with school personnel.
6. Perform other job-related duties as assigned by the Director of Special Education.

Jackson County Board of Education
Adopted: July 1, 2002