

Special Education Process Specialist

Job Description

Qualifications:

1. West Virginia Teacher Certificate
2. Training and experience in the implementation of State Board Policy 2419.
3. Training and experience in the West Virginia Department of Education Individualized Education Program (IEP).
4. Experience as School Process Specialist preferred.
5. Member of school staff.
6. Ability to work cooperatively with school personnel.

Immediate Supervisor: School Principal

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. Maintain site-based database of special education data.
2. Maintain special education due process forms updates.
3. Monitor site-based compliance with special education timelines relevant to triennial evaluations and annual reviews.
4. Collect/compile site-based data for Continuous Improvement Monitoring Process (CIMP).
5. Monitor submission of IEPs, data management, termination, and other required documentation to the Office of Special Education.
6. Maintain positive work habits.
7. Work cooperatively with school personnel.
8. Perform other job-related duties as assigned by the principal or director of special education.

Jackson County Board of Education

Revised: July, 2001