

Educational Diagnostician/IEP Coordinator

Job Description

Qualifications

1. Eligibility for West Virginia certification in one or more special education exceptionalities.
2. Graduate level coursework in educational and/or psychological evaluation/assessment.
3. Training and experience with administration and interpretation of benchmark and formative assessment.
4. Minimum of two years experience as a special education teacher in a public school setting.
5. Experience in delivering staff development programs.
6. Training/experience with the Continuous Improvement and Focused Monitoring Process (data collection and analysis)
7. Proficient in development of online statewide IEP.
8. Computer Literacy.

Immediate Supervisor: Director of Special Education

Employment Term: 240 Days

Duties and Responsibilities:

1. Complete multi-disciplinary evaluation components as determined appropriate by MDET chairperson and/or Special Education Director.
2. Prepare evaluation reports with interpretations and recommendations to the Eligibility and/or IEP team(s).
3. Establish and conduct a training program for improving the assessment competencies of special education teachers.
4. Assist in the monitoring and compliance of special education screening and evaluation timelines.
5. Assist regular educators in data analysis and utilization in the referral process.
6. Assist with the collection, analysis, and reporting of compliance data for preparation of accountability reports.
7. Assist with the development, implementation and monitoring of Special Education Improvement Plans as dictated by the Continuous Improvement Monitoring Process (CIMP).
8. Assist with the review of Individualized Education Program (IEP) documentation and provide corrective feedback to special educators as needed.
9. Maintain professional work habits.
10. Demonstrate commitment to personal and professional development.
11. Promote and maintain good public and employee relations in all areas of responsibility.
12. Maintain and upgrade his or her professional skills.
13. Perform other professional tasks as assigned by the Director of Special Education.

Jackson County Board of Education

Adopted August 20, 1987

Revised December 9, 2008