

Empowering Learners for Today and Tomorrow

R.S.U. No. 67 Chester, Lincoln, Mattawamkeag Job Description

Title: District (IEP) Coordinator

Job Description: The District IEP Coordinator is responsible for ensuring compliance to established policies, procedures and/or regulations as stipulated by state and federal regulatory requirements. The District IEP Coordinator serves as a support service to the Special Education Director and teaching staff during IEP meetings and ensures Advanced Written Notice, Written Notice, IEP accuracy, document time line compliance, scheduling, and maintaining the special education data base.

Responsibilities include but not limited to:

- Attends all IEP meetings, managing records, taking all meeting notes, and attendance.
- Prepares all Advanced Written Notices, Written Notices, IEP's, and other documentation as required by the IEP team. (Collecting information from teachers i.e.: goals, objectives, present levels of performance, accommodations, recommendations, etc.)
- Collaborates with contracted service providers to obtain IEP goal progress notes for upcoming IEP meetings and required data for IEP development.
- Ensure Chapter 101 MUSER Procedural Safeguards are provided to parent at least once per calendar year and as outlined by Chapter 101 MUSER.
- Has knowledge of, and prepare forms for the IEP team to include, but not limited to, MaineCare, Release of Information, Day Treatment Consent, Consent for Placement, and Consent for Evaluation, etc.
- Ensures all scheduling and meeting notices are completed timely and accurately per Chapter 101 MUSER, ensuring communication with students and their families regarding the IEP process, and serving as a resource of information regarding special education programs and services.
- Maintains record of communication with students, parents, outside providers, etc.
- Maintains district-wide, special education IEP, Written Notice, and evaluation data base, Adori Special Education System, PowerSchool, and State of Maine student systems.
- Disseminate all Special Education documentation to individual IEP team members, maintain working files and ensure copied files are provided to special education teachers for individual school buildings. (Special Education teachers file IEP team materials at individual building.)
- Review yearly special education paperwork for accuracy and compliance.
- Serves as part of the district-wide team during State of Maine Audit Reviews.

- Schedules Special Education Extended School Year Services and Summer School program and performs duties of the Medical/Secretarial position.
- Other duties assigned by the Director of Special Services or Superintendent.

Notes: Additional Salary Information: This is a 260 day position salary/benefits based on Blue Sheet Contract.

Evaluation: Evaluations will be performed on an annual basis by the Director of Special Services

Adopted: September 21, 2010

Revised: February 11, 2013; January 21, 2015; August 21, 2019