



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

School Based Special Education Designee

Qualifications:

- WV Professional Teaching Certificate
- Endorsement in Special Education Multi-Cat
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

SUPERVISOR(S):

Principal, Director of Student Services

DUTIES/RESPONSIBILITIES:

1. Collect and maintain school based data/documentation to ensure compliance requirements as set forth by WVDE Office of Special Programs.
2. Must attend meetings after school to address information as it relates to coordination of IEP's and issues that are addressed in WV Policy and distribute all information to school principal and special education staff.
3. Assist school based special education staff with scheduling IEP/eligibility/re-evaluation determination/manifestation determination meetings. If needed, stand in as chair of IEP/EC meetings to ensure that proper membership at meetings is maintained.
4. Collaborate with County IEP Coordinator and provide school special education staff with accurate information regarding the documentation, collection, and reporting of Medicaid monthly billing.
5. Facilitate and provide Documentation for special education teachers and aides to collect data on student's IEP goals and objectives.
6. Implement a strategy and document to track the special education teacher's caseload and the required submission of all documentation according to WV Policy 2419 timeline requirements.
7. Ensure that all meetings are scheduled within timelines related to annual IEP meetings, re-evaluation determination meetings, and eligibility committee meetings as set forth in the Director of Student Services expectation document.

8. Collaborate with the school guidance department and INFORM County IEP Coordinator regarding new students with an IEP enrolling into Grant County Schools in order to provide FAPE according to timelines outlined in WV Policy 2419.
9. Collect and maintain state testing documentation and ensure its accuracy as it relates to accommodations and modifications to statewide testing.
10. Schedule a standing meeting date and time with the special education teachers to review county procedures, WV Policy 2419 and all provisions for Grant County School students.