

JOB DESCRIPTION

TITLE: Individual Education Program Facilitator

QUALIFICATIONS: Valid and current Louisiana teaching certificate and certification in special education. A minimum of three years teaching children with disabilities.

GOAL: To enable eligible students with disabilities to derive the fullest possible educational services by facilitating the development and implementation of Individual Education Plans (IEPs) and coordinating a full range of needed services.

SPECIFIC RESPONSIBILITIES:

1. Facilitate the development of all Individualized Education Programs (IEPs)
2. Serve as designee for the Supervisor of Special Education at IEP meetings.
3. Ensure all IEP Meetings are reviewed and updated annually according to Federal, State and Local guidelines.
4. Monitor IEPs system-wide to ensure timelines are being met and reconvene the IEP team to support student needs as appropriate. Maintain inventory of all forms and documents relating to the IEP process.
5. Disseminate forms and documents to Special Education personnel upon request.
6. Provide regular in-service training to all staff involved in developing and implementing IEPs.
7. Research and select programs and curriculum materials for special education programs.
8. Coordinate the purchase of needed curriculum materials for a special education programs.
9. Collect data on student performance to evaluate the effectiveness of IEP services.
10. Maintain accurate and timely records/reports in the areas of assigned responsibility.
11. Perform other duties as assigned by the proper authority.

Employee's Signature

Revised: 3/7/2011

Date