

Red River Parish School Board

Job Description

TITLE: IEP Facilitator

Qualifications: As set by State Certification Authorities/Local Criteria

Superordinate: Director of Special Education
Superintendent or Designee

Performance Responsibilities

1. Assists Special Education teachers in the developments of IEP's which will include appropriate programming, behavioral management plans and transition plans as needed for special education students to benefit from their program/services.
2. Assists teachers in developing and implementing behavior management plans.
3. Assists teachers in scheduling, writing, and coordinating Bulletin 1530 compliant IEP's which correlate with appropriate grade level expectations.
4. Assists teachers in fulfilling requirements for ESYP.
5. Facilitates transition of infant/toddler/pre-school, and secondary level students.
6. Serves as liaison between the Special Education Director and school personnel.
7. Develops and implement a Professional Growth Plan as required in Bulletin 1525.
8. Assists Special Education teachers by helping them organize available space, materials, and/or equipment to facilitate learning and promote a positive learning climate which nurtures the educational growth of students with the appropriate learning environment.
9. Maintains adequate and complete records as required by parish policy, provide records to parents on student progress and provide current inventory of school property.
10. Accepts responsibility for a reasonable amount of extra-curricular activities and other duties as determined by the immediate supervisor.
11. Maintains cordial and cooperative working relationships with colleagues, parents and students.
12. Observes high standards of professional ethics at all times.
13. Uses community resources in planning and implementing school programs.
14. Actively participates in continuing in-service programs of the educational system.
15. Improves professional competence through self-evaluation, professional reading, graduate study, participation in organization/activities and effective use of principal and supervisor's reports.
16. Manages and/or adjust allotted time for activities planned to enhance learning opportunities.
17. Manages routines and transition in a timely manner.
18. Meets the Professional Growth requirements of Bulletin 1525.
19. Performs all other duties as assigned by the Superintendent.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.

- 11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
- 12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment: 12 Months