

Job Description

TITLE: Pupil Appraisal Coordinator

Qualifications: Must have valid LA Teaching Certificate with Endorsement of Educational Diagnostician, Certified School Psychologist, Certified School Social Worker or Speech Therapist

Superordinate: Special Education Director
Superintendent or Designee

Performance Responsibilities

1. Coordinates activities for locating and identifying children birth to 21 years of age who are in need of special services in order to benefit from an education as required by Child Find.
2. Coordinates activities related to the transition and evaluation of infants/toddlers from Part C to Part B, including communicating with Early Steps personnel to ensure a smooth transition without service interruption for eligible children, and monitoring compliance with evaluation timelines.
3. Coordinates Pupil Appraisal Personnel activities.
4. Coordinates Pupil Appraisal activities to insure timeline and procedures for referrals, evaluations and IEP Development.
5. Coordinates student referrals to Pupil Appraisal and insures evaluation timelines and procedures as per Bulletin 1508 criteria.
6. Coordinates the preparation of the evaluation reports of individual cases.
7. Certifies pertinent data entered into the SER System in a timely manner.
8. Confirms the provision of related services (speech, physical therapy, occupational therapy, etc.) to students with disabilities who qualify for such.
9. Assist Pupil Appraisal Personnel with eligibility criteria determinations and procedures for evaluation according to Bulletin 1508.
10. Coordinate the development of the evaluation reports of individual cases.
11. Assists Pupil Appraisal Personnel with eligibility criteria determinations and procedures for evaluation according to Bulletin 1508.
12. Assists school staff and parents who have concerns pertaining to student referral or placement.
13. Improves professional competence through self-evaluation, professional reading, graduate study, participation in organization/activities and effective use of principal and supervisor's reports.
14. Meet the Professional Development requirements of Bulletin 1525.
15. To perform all others duties as assigned by superordinate.

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: 10 Months