Job Title: Campus Facilitator for Special Education  Exemption Status/Test: Exempt/Professional
Reports to: Special Education Director/Coordinator  Date Revised: December 1, 2015
Dept. /School: Special Education

Primary Purpose:
The Special Education Campus Facilitator (in collaboration with the Special Education Director and Campus Principal) will coordinate all aspects of the Child Centered Special Education Process on assigned campus. Ensure that the ARD/IEP process and the quality of programs for students with disabilities are in compliance with Federal, State and Local requirements.

Qualifications:

Education/Certification:
Master’s Degree from accredited university
Valid Texas Teacher Certification
Special Education Certification/Appropriate Board Licensure

Special Knowledge/Skills:
Ability to prepare appropriate individual education program (IEPs)
Knowledge of local, state and federal rules and regulations pertaining to special education
Knowledge of various special education eligibility conditions and the challenges to learning
Knowledge of curriculum in grades 6 through 12
Experience with campus leadership
Basic computer skills
Strong organization and communication (written and oral)
Ability to work cooperatively with staff, students and parents

Experience:
Three years of successful teaching experience

Major Responsibilities and Duties

Support for Instructional Planning and Services
1. Assists the building administration to ensure that the ARD/IEP process and the quality of programs for students with disabilities are in compliance with Federal, State and Local requirements.
2. Facilitates admission, review and dismissal (ARD) committee meetings in the development of the individual education programs (IEPs).
3. Consult with school staff about implementation of the IEPs, appropriate accommodations and modifications, and strategies for learning.
4. Manage caseload and assignments so as to meet compliance timelines for ART/IEP committee meetings and services to students.
5. Lead in the establishment and implementation of special education campus procedures.
6. Disseminate information regarding policies and procedures developed by the Department of Special Education Services.
7. Provide support to and develop procedures with school personnel in order to ensure compliance with local, state and federal special education policies and procedures in assigned school and/or facilities.

Organizational Management

8. Provide assistance with the organizational needs of the Special Education Department.
9. Support the organizational needs of campuses, upon request.

The Special Education Campus Facilitator's Role in Student Achievement

10. Work collaboratively with teachers and campus administrators in the creation of a supportive school environment that meets the academic and developmental needs of students.
11. Support the creation and implementation of special education services on school campuses, in support of academic and skill development in students with special needs.
12. Provide assistance to teachers and school administrators in the creation of a school climate that effectively manages student behavior in accordance with the Student Code of Conduct and Student Handbook.
13. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.

Professional Learning

14. Create and deliver staff development presentations to paraprofessionals, teachers and campus administrators on topics related to special education.
15. Attend in-service training in order to maintain current knowledge and skills.

Qualities of an Effective Special Education Campus Facilitator

16. Use effective communication skills, written and oral, to present information accurately and clearly to student, parents and staff.
17. Maintain a professional relationship with colleagues, students, parents and community members.
18. Maintain familiarity with current trends in the areas of curriculum and special education.
19. Keep informed of and comply with state, district, and school regulations and policies for staff, including daily attendance, punctuality and confidentiality.
20. Compile, maintain and file all reports, records and other required documents.
21. Attend and participate in Special Education Department meetings and serve on committees, as required.
22. Comply with the Texas Educators’ Code of Ethics.
23. Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student centered environment.
24. Daily attendance and punctuality at work are essential functions of the job.

Supervisory Responsibilities

Supervision of individual student during evaluation sessions.

Mental Demands/Physical Demands/Environmental Factors

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting; occasional reaching

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work inside; regular exposure to noise

**Mental Demands:** Work with frequent interruptions; ability to handle high-volume, fast paced work load, detailed oriented, good judgment in handling confidential information, flexibility under pressure is a must.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.