

Job Title: Facilitator of Instructional Facilitator (Secondary)

Wage/Hour Status: Exempt

Reports to: Exe Dir of Special Education

Pay Grade:

Dept./School: Campus Assigned

Date: 07/01/08

The following statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Primary Purpose:

Provide support in the area of elementary special education and inclusion efforts for students with disabilities in the general education curriculum.

Qualifications:

Education/Certification:

Bachelors degree from accredited university
Valid Texas Teacher Certificate

Special Knowledge/Skills:

Knowledge of special needs of students in assigned area
Knowledge of the Admission, Review and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation

Major Responsibilities and Duties:

Instructional Management

- ____1. Assist and consult with teachers on the implementation of Individual Education Plans.
- ____2. Provide instructional coaching and support for inclusion initiative.
- ____3. Serve as a liaison between special education central office and the campuses regarding special education instructional issues.
- ____4. Monitor and advise the allocation of campus special education teachers and paraprofessionals within the district.
- ____5. Assist the Coordinator of Specialized Instructional Programs with designing and delivering quality professional development for Preschool Program for Children with Disabilities Learning teachers and paraprofessionals.
- ____6. Provide training for teachers on effective inclusion practices for preschool students with disabilities.

- ____7. Assist the Coordinator of Instructional Support/Inclusion with program design and monitoring.
- ____8. Assist the Coordinator of Instructional Support/Inclusion with monitoring state performance indicators associated with preschool programs for children with disabilities.
- ____9. Assist the Coordinator of Instructional Support/Inclusion with developing standards and procedures for staffing and teacher/paraprofessional assignments.
- ____10. Conduct regular classroom visits to provide direct support and consultation to teachers and paraprofessionals
- ____11. Demonstrate effective communication skills with campus staff, administrators and parents.
- ____12. Maintain accurate records of specialized unit staff and students.
- ____13. Assist the Coordinator of Instructional Support/Inclusion with ongoing review of staffing patterns and unit locations.
- ____14. Performs all other tasks and duties as assigned.

Supervisory Responsibilities:

None.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress.
