Exceptional Children Process Specialist

**Reports to:**
Assistant Principal assigned to Exceptional Children program/Principal

**Supervises:**
Exceptional Children Teachers and Students identified with special needs

**Term of Employment:**
11 months

**Salary:**
State Salary Schedule plus local supplement

**FLSA Exempt/Non-Exempt:**
Exempt

**Qualifications:**
- Master's Degree and current North Carolina State Department of Education teaching certificate in Special Education are required
- Additional areas of concentration may include Elementary or Secondary education
- Advanced certification preferred with a minimum of 3 years teaching experience
- Excellent oral and written communication skills, computer proficiency and demonstrated ability to collaborate with diverse disciplines and individuals
- Minimum of 3 years’ experience in all aspects of the Special Education IEP team process
- Knowledge of all Exceptional Children state and federal compliance laws, IEP regulations and Due Process directives
- Successful completion of continued professional growth through ongoing training at local, state and federal levels
- Successful completion and demonstrated competency with ongoing updates in prescribed behavior management processes as mandated by state and federal guidelines

**Essential Job Functions:**
- Oversees all aspects of the Exceptional Children IEP team process for individual school population
- Ensures all IEP, data collection processes and reporting requirements meet LEA, state and federal specifications and comply with all regulations
- Assists with the SST referral process for students who have been identified/referred by teachers or parents for EC consideration
- Provides training to improve all aspects of the EC program, as needed
- Assists team members in crisis intervention
- Attends evening meeting as requested or required by EC program or IEP compliance; serves as committee representative as requested
- Monitors compliance with Special Education processes and timelines across all EC programs
- Organizes training for appropriate school personnel in meeting the needs of inclusion and compliance with IEP defined accommodations for students
- Oversees IEP records; the writing of all IEP plans, re-evaluations and initial placements
- Organizes trainings to assure compliance with federal and state Special Education regulations that may be changed or updated with time
- Consults with Guidance and EC chairperson to ensure appropriate placement of students within the school's programs
- Provides instructional support to classroom teachers in overseeing the delivery of Special Education services
- Oversees all aspects of IEP development, diagnostic assessments and annual/triennial reviews
- Facilitates IEP process, information exchange, preparation and scheduling for IEP meetings
- Assures that instructional modifications are met during classroom instruction
- Oversees the developments, tracking, dissemination and proper implementation of IEP mandated accommodations for students during state testing events, working closely with the testing coordinator to ensure compliance is met
- Oversees school responses to complaints or Due Process hearings
- Works directly with parents to answer questions and ensure that all school actions are in compliance and are in the interest of maximizing the student’s learning in the least restrictive environment
- Is familiar with curriculum and a variety of instructional strategies and assessment tools, as well as required adaptive equipment for individual IEP cases
- Works with Guidance and EC chairperson to provide formal assessments for new enrollments
- Works closely with Assistant Principal assigned to EC department in regard to IEP data collection and analysis of academic goals, growth and objectives
- Participates in administrative and departmental meetings as directed and provides feedback, updates or concerns related to the EC process
- Demonstrates a high degree of flexibility and willingness to solve challenges that may arise
- Conducts pre-IEP meetings as needed and reviews all IEP documents for accuracy and completion prior to IEP team meetings
- Conducts staff development on IEP implementation as directed or deemed necessary to ensure compliance
- Acts as a point of contact for special testing assessments, including, but not limited to training of staff on test administration and security, data analysis, scheduling, file preparation and submission and test location assignments
- Performs other duties and responsibilities as assigned by supervisor
Exceptional Children Process Specialist

**Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations.