

Phoenix Union High School District No. 210
4502 North Central Avenue
Phoenix, Arizona 85012

Equal Opportunity Employer

POSITION TITLE:	Exceptional Student Services Facilitator	DIVISION:	Curriculum - ESS
WORK YEAR:	9 Months	DEPARTMENT:	Exceptional Student Services
LOCATION:	Campus	SALARY SCHEDULE:	Certified – Schedule D

GENERAL STATEMENT OF RESPONSIBILITIES:

The Exceptional Student Services Facilitator is responsible for coordination of the exceptional student program at the campus level. General responsibilities shall include adherence to the Board, State and Federal regulations regarding students with disabilities; administration of the referral and evaluation process for students; conducting placement and review of placement conferences for students placed in the exceptional students program; and providing curriculum coordination and staff development for department staff.

MAJOR DUTIES:

1. Arrange for necessary evaluations for placement or re-evaluation eligibility of students receiving exceptional student services.
2. Conduct placement/ review staffing for exceptional students, and communicate the results of staffing to parents, teachers, district personnel and concerned agencies.
3. Oversee staff case management responsibilities for developing, reviewing and implementing individualized education programs.
4. Comply with ADM and Census data reporting procedures.
5. Gather data for program planning and funding
6. Initiate and maintain all legal documentation and confidential resources as required by Board, State and Federal regulations,
7. Serve as a liaison with elementary feeder schools, community agencies and private schools.
8. Monitor effectiveness of campus exceptional student program
9. Provide instructional leadership and coordination of campus certified and classified exception student program staff.
10. Manage department business services and participate in planning with regard to budget, staff and capital/facility acquisition as requested by administration.
11. Advise and counsel students and parents concerning school progress and other personal and educational concerns.
12. Attend campus, district-wide, community and private agency meetings.
13. Act in the principal's behalf, as authorized or designated as related to exceptional student regulations.
14. Act as a local campus consultant to administration, faculty and staff.

POSITION TITLE: EXCEPTIONAL STUDENT SERVICES FACILITATOR

15. Perform other duties related to exceptional students as assigned by the Director of Exceptional Student Services.

QUALIFICATIONS:

1. Possess a Master's Degree
2. Have certification and experience in exceptional student services.
3. Show two years successful teaching at the secondary level.
4. Have experience in the coordination of programs/services with general education teachers and teachers of exceptional students.
5. Have experience with legal regulations of referral, placement evaluation/ review of exceptional students.
6. Have knowledge and experience in staffing and writing of IEPs.
7. Possess skills in utilization of school and community resources in working with students, school staff, other professionals, and parents.

SUPERVISION RECEIVED:

Directly supervised by the principal, and indirectly supervised by the Director of Exceptional Student Services.

SUPERVISION GIVEN:

Acts as principal's designee in the coordination of Exceptional Student Services with certified personnel and supervises classified personnel assigned to Exceptional Student Services.

October 2002

PREPARED BY:	REVIEWED BY:	REVIEWED BY:	JOB NUMBER:	EFFECTIVE DATE:
SB/ Jnt Comt.	CEA	Employee Relations	2131	08/2000