

Special Education Case Facilitator

Dept/Div: *Special Services*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional work providing continuation between due process steps throughout the district, supervising staff, collecting data and facilitating meetings, and related work as apparent or assigned. Work is performed under the limited supervision of the Special Services Director. Continuous supervision is exercised over clerical staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Supervises the evaluation process including developing evaluation plans, creating due process paperwork, administering and overseeing assessments, collecting data from team members, interpreting assessment results, compiling data and facilitating team meetings.

Monitors due process timelines and records for the building.

Participates in the pre-referral process; communicates with parents and staff; attends meetings as necessary.

Trains, supervises and provides direction to non-certified staff.

Attends various meetings as a representative and member of the district.

Knowledge, Skills and Abilities

Comprehensive knowledge of due process proceedings and records associated with services provided; comprehensive knowledge of applicable records, reports, manuals, processes and procedures; comprehensive skill composing standard correspondence related to due process proceedings and special education records; comprehensive skill operating standard office equipment and related hardware and software; comprehensive skill creating and maintaining applicable records and reports; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate effectively both orally and in writing; ability to keep organized files; ability to direct the work of staff; ability to establish and maintain effective working relationships with students, families, staff, service providers and the general public.

Education and Experience

Bachelor's degree with coursework in special education, or related field and moderate experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and reaching with hands and arms and occasionally requires standing, walking, sitting, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

Special education license.

District and department specific training will be provided at hire.

Must have the ability to obtain and maintain applicable certifications through consistent and ongoing continuing education.

Last Revised: 1/1/2012

