

Job Title:	Facilitator Evaluation	Wage/Hour Status:	Exempt
Reports to:	Director Special Education Evaluation Services	Pay Grade:	106
Dept./School:	Special Education Evaluation Services	Date Revised:	July 1, 2023

Primary Purpose

Coordinate Special Education activities; monitor departmental compliance with Federal and state Special Education regulations; provide leadership, and guidance for support staff and campus personnel. Assure the enforcement of policies, standards and objectives established by the Board of Trustees, District administration, the Texas Education Agency, accreditation organizations and funding sources. Assist in the ARD/IEP process through development of academic goals and objectives to ensure educational benefit.

Qualifications**Education/Certification**

Master's Degree

Valid Diagnostician Certification or Licensed Specialist in School Psychology

Valid Texas Principal Certification

Special Knowledge/Skills

- Demonstrate leadership ability in working with other administrators, teachers, students, parents and general public.
- Excellent organizational, communication, presentation and interpersonal skills.
- Thorough knowledge of the Texas Education Agency's rules and regulations for identifying and educating students with disabilities.
- Thorough knowledge of federal and state laws regarding the education of all students with disabilities
- Ability to work well with diverse groups of people
- Demonstrate experience in supervision of staff

Experience

Three (3) years' experience as an Educational Diagnostician or LSSP

Major Responsibilities and Duties

1. Provide leadership by formulating objectives, guidelines and procedures for Special Education staff.
2. Supervise and evaluate staff in collaboration with campus principal in accordance with district policies and procedures.
3. Assign, monitor, and review progress and accuracy of the work performed by the assigned evaluation staff; use data to assign caseloads.
4. Serve as a member of the multidisciplinary evaluation team.
5. Participate in ARD committee meetings when appropriate and necessary to ensure eligibility, appropriate instructional and related services goals and objectives.
6. Ensure evaluation (initials, re-evaluations) timelines are met in accordance with district, state and federal regulations.
7. Monitor student eligibility files to ensure compliance with federal, state, and district regulations.
8. Keep abreast of current and emerging professional trends in evaluation and developments affecting special education and instructional strategies and recommend modifications that will improve student performance.
9. Coordinate the development and dissemination of policies and procedures for educational programming of students eligible under the Individuals with Disabilities Education Act (IDEA) 2004.
10. Coordinate Special Education Services at District campuses.
11. Promote positive relations through effective communication and coordination of Special Education services with regular, bilingual and Career and Technical Education.

12. Identify Special Education needs and assist in planning and implementing staff development and assistance for Special Education staff necessary to perform job-related duties in an effective, efficient and appropriate manner.
13. Ensure that Special Education activities are consistent with federal and state rules and regulations as well as District policies and procedures.
14. Review, recommend and monitor selection of appropriate evaluation, instructional materials and programs.
15. Collaborate with other professionals in developing and maintaining district, state and federal education documentation requirements.
16. Prepare local, state and federal reports as required.
17. Develop and monitor departmental budgets.
18. Serve as a resource and support person to District personnel.
19. Collaborate with the campus administrator to facilitate a support system for special education service delivery.
20. Develop and monitor departmental budgets.
21. Serve as a resource and support person to District personnel.
22. Attendance at the work site is required to meet essential functions of the job.
23. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise Diagnosticians

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; frequent prolonged and irregular hours. Require prolonged use of the computer, and repetitive hand motions. Frequent District-wide travel. Valid Texas/New Mexico driver's license.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing 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.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning

the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.