

JOB DESCRIPTION

DEPARTMENT: EXCEPTIONAL CHILDREN SERVICES

JOB TITLE: EVALUATION TEAM LEADER-
ELEMENTARY

REQUIREMENTS:

- A. Education Level:** Endorsement in a special education field
- B. Experience Desired:** At least one year successful completion of District IEP and evaluation paperwork, successful leadership experience.
- C. Physical Requirements:** Constant mind-eye and hand-eye coordination. hearing; intermittent keyboarding and telephoning. Frequent repetitive motions with wrists, hands and fingers.
- D. Other Requirements:** Excellent oral and written communication skills. Computer literacy. Demonstrated ability to work well with others. Current assignment to a special education position Demonstrated knowledge of district IEP and evaluation procedures.

REPORTS TO: Building Principal

RECEIVES GUIDANCE FROM: Special Education Supervisor
Exceptional Children Services Director

DATE: February 1999

ESSENTIAL FUNCTIONS AND DUTIES:

Provides the following services for all building students except those referred for speech services only:

1. Establishes monthly or semi-monthly organizational meetings for the evaluation team.
2. Sets a calendar of evaluations scheduled and dates due.
3. Routes referrals to evaluators.
4. Compiles reports on due date, reviews for completeness and makes IPC and parent copies.
5. Confers with other evaluators about results, as needed.
6. Completes IEP membership checklist and forwards to the case manager.

7. Ensures that the IEP and evaluation packet is submitted to IPC within 5 days of completion.
8. Serves as a resource to building teachers in the IEP and evaluation process.
9. Attends all training sessions scheduled for Evaluation Team leaders.

WORKING CONDITIONS:

A. Inside Outside Both
 XXX

B. Climatic Environment:

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

C. Hazards:

For some buildings, stairs, chalkdust and exposure to communicable diseases may be a potential hazard

D. Work Year

Extra duty/extra pay positions are for a fiscal year (July 1-June30).
Duties of the position may be performed any time during that time period depending upon the position/season.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

SPED EvalTmLdr