



Chickasha Public Schools
Personnel Department

IEP Specialist

Job Title: IEP Specialist
Location: Central Office
Immediate Supervisor: Coordinator of Special Services
Supervises: N/A

Purpose of Position:

To coordinate, plan and communicate with the special education teachers and be available to parents as a resource person.

Qualifications:

Master’s Degree from an accredited college/university
 Current Oklahoma Teaching Certificate
 Experience in special education and developing special education paperwork

Physical requirements:	Skills, knowledge and abilities:
<ul style="list-style-type: none"> ● Good health and high energy level ● Ability to lift objects weighing 20 lbs. or more ● Ability to climb & descend a ladder ● Extensive kneeling, crawling & bending ● Ability to tolerate a stressful environment ● Ability to lift objects above shoulder level ● Extensive pushing/pulling and twisting 	<ul style="list-style-type: none"> ● Computer literacy ● Filing, sorting, recording, tabulating and copying ● Effective communication both orally and written ● Excellent interpersonal skills ● Ability to relate courteously with children and adults ● Plan, schedule and organize work ● Ensure the quality of work as measured against established standards ● Maintain confidentiality ● Proficient in multitasking ● Ability to work professionally with confidential information ● Skill in educational leadership ● Knowledge of research-based curricular & instructional principles ● Demonstrates loyalty & desire to be a team member ● Knowledge of special education paperwork requirements and State policy & procedures

Essential Job Functions (The duties listed below are not intended to depict all tasks required by this position.)
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- Comply with School Board Policy.
- Follow universal precautions identified in the District's Blood borne Pathogen Exposure Control Plan.
- Reports directly to the Coordinator of Special Services.
- Provides a variety of interventions/remediation for special students.
- Monitors all documentation related to the pre-referral, IEP, Eligibility and reevaluation process.
- Performs assessments as eligible and monitored by Coordinator of Special Services.
- Files and maintains special education records.
- Assist with state reports and monitoring as appropriate and with the supervision of the Coordinator of Special Services.
- Assist special education teachers in incorporating ICAPs.
- Assist teachers with needed resources and training.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.
- Uses good judgment at all times.

Other Job Functions:

- To complete other tasks that may be necessary to achieve an efficient operation of the school.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

Employee Signature

Date