



<b>Title:</b>	EC Facilitator
<b>Reports to:</b>	Principal and Executive Director for Exceptional Children's Department
<b>Terms of Employment:</b>	10 Months
<b>Salary:</b>	NC State Salary Schedule

#### SUMMARY:

To provide leadership at the school level for teachers, parent and school administration regarding the federal, state and local policies governing students with disabilities.

#### RESPONSIBILITIES & DUTIES:

Provide strong leadership, guidance and support to school-based EC staff:

1. Ensure EC compliance at assigned school(s) by:

- reviewing MTSS referrals,
- Complete initial referrals and reevaluation meetings for private schools in your assigned areas
- monitoring all EC records,
- meeting timelines for initial referrals, annual reviews, reevaluations and Manifestation Determination Review meetings;
- monitoring compliance with state testing and classroom accommodations,
- notifying psychologist(s) of pending evaluations, and
- serving as LEA in meetings not attended by a building administrator.

2. Monitor data management systems (ECATS and PowerSchool).

3. Prepare for and assist with December 1 and April 1 Headcounts and EC audits.

4. Interpret parent rights and mediate parent concerns and conflicts.

5. Facilitate transition meetings and monitor the prompt transition of EC records.

6. Notify Psychologist of pending evaluations including all; reevaluation due during the current academic year.

7. Participate in regularly scheduled Facilitator meetings and provide follow-up communication to school-based staff and building administrators.

8. Review and/or support staff in writing compliant IEP's.

9. Work in partnership with building administrators.

10. Provide program support in all areas, including:

- lesson planning
- routines and procedures
- classroom management and behavioral strategies

- collection of instructional and behavioral data
- fidelity to research based initiatives
- ECATS

11. Collaborate with departmental and grade-level chairs.

12. Attend all required professional development activities approved by the district.

13. Provide needed professional to EC teachers during PLC meetings

14. Perform other duties as assigned.

#### MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

- BS/BA degree from accredited institution required; MA preferred;
- Licensed in area of Special Education, and Highly Qualified;
- Minimum of three years teaching experience with students with disabilities; and
- Experience in leadership roles and a wide range of teaching experience is desirable but not required

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to provide leadership to EC staff at the school(s) assigned.

2. Good communication skills.

3. Overall knowledge of the curriculum for the assigned level (elementary, middle, high).

4. Ability to collaborate with other departments with the school assigned.

5. Knowledge of the federal and state and local policies governing students with disabilities.

6. Ability to work well with the district leadership team.

#### PHYSICAL REQUIREMENTS:

Must be able to exert a negligible amount of force to move objects; classification consistent with light work.

#### DISCLAIMER:

The statements of the job description are intended to describe the general nature and level of work performed

by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements