DOUGLAS COUNTY SCHOOL SYSTEM
P. O. BOX 1077, Douglasville, GA 30133
Mr. Trent North, Superintendent
770-651-2378

VACANCY NOTICE

2023-2024 School Year

POSTING DATE: May 30, 2023
CLOSING DATE: June 8, 2023 or until filled
POSITION TITLE: Special Education: Program for Exceptional Children Specialist

PRIMARY FUNCTION: To provide direct services to students referred for learning and adjustment problems and to provide assistance to local school staff in the identification, referral, evaluation, and enrollment of handicapped students.

REQUIREMENTS: Minimum of a Masters' degree or 5 years of educational experience. Valid Georgia teaching certification in Special Education General Curriculum and/or Learning Disabilities, Interrelated or School Psychology

REPORTS TO: School Principal

Essential Duties:

1. Demonstrates punctual and regular attendance.
2. Follows professional practices consistent with school and system policies in working with student records, students, parents and colleagues.
3. Lead in processing all initial special education referrals from IDEA evaluation referral through the initial placement meeting, acting as chairperson. This includes collaborating with School Psychologist in development of eligibility report as well as the case manager with development of initial IEP.
4. Lead in processing all transfers through the initial placement meeting, acting as a chairperson. This includes complying with the transfer directive from central office in a timely manner and collaborating with the case manager on IEP development.
5. Maintains a database of reevaluation and IEP due dates for assigned school(s). Uses database to monitor compliance to timelines.
6. Works collaboratively with School Psychologist to ensure attendance at reevaluation determination meetings. Assists case manager with discussion and completion of reevaluation determination meeting requirements for IEP meetings.
7. Completes additional components as required for IDEA evaluations (initial referrals, transfers, and reevaluations). This may include scoring and charting of behavior checklist data and rating scales.
8. Maintains a transfer and testing log to be turned into the central office monthly.
9. Serves as a mentor, resource and support for other special education staff and building level administrators.
10. Provides consultative services for all students served solely on the consultative model.
11. Assists IEP team with development of functional behavioral assessments and behavior intervention plans,
as appropriate, when required for an IDEA student for disciplinary purposes.

| 12. | Serves as an ad hoc SST committee member. Collaborates with School Psychologist and RTI Coordinator to ensure EE or School Psychologist is in attendance at all SST meetings in which an IDEA referral is being recommended. |
| 13. | Consistently attends scheduled trainings and due process committee meetings. |
| 14. | Reviews due process training items with building administrator(s) prior to monthly department meetings. Conducts monthly mandatory team meetings at assigned school(s) redelivering comprehensive trainings to staff. Submits agendas and sign-in sheets to central office. |
| 15. | Collaborates with department chairperson with entering and completing FTE and student data information into database. |
| 16. | Facilitates PLCs at assigned school(s) with a focus on attendance, behavior and course completion of students with disabilities. |
| 17. | Compiles required documentation and CIMP information and turns information in monthly to central office. |
| 18. | Serves as a liaison between local school(s) and central office staff, as needed. |
| 19. | Monitor and implement set policies and procedures for IDEA compliance. |
| 20. | Exhibits appropriate interpersonal skills when interacting with parents, students and school personnel. |
| 21. | Completes essential duties within specified timelines. |
| 22. | Shows mastery or progress towards attainment of professional and/or personal growth goals. |
| 23. | Performs other duties as designated by principal or special education director/assistant director/supervisor. |

**APPLICATION PROCEDURES:**

**External Applicants:** Apply online through TeachGeorgia ([www.teachgeorgia.org](http://www.teachgeorgia.org)). Submit a cover letter stating interest in this specific position, a standard resume and a list of three references with addresses and phone numbers, as soon as possible.

**Current Employees:** A letter of interest, resume and a list of three references with address and phone numbers, as soon as possible.

Email your application materials to [Human.Resources@dcssga.org](mailto:Human.Resources@dcssga.org) by June 8, 2023.

*The Douglas County School system does not discriminate on the basis of race, gender, color, age, religion, national origin, or disability in its employment procedure.*