

EC: IEP Coordinator

<u>Reports to:</u>	Director/Assistant Director for Exceptional Children's Services
<u>Supervises:</u>	None
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Teacher Salary Schedule
<u>FLSA Exempt/Non-Exempt:</u>	Exempt

- Qualifications:**
- **Current North Carolina licensure in EC required**
 - **Computer proficiency to include using data management systems (ECATS and PowerSchool, Google Docs/Slides, etc.)**
 - **Minimum of 3 years of classroom experience in all aspects of the EC team process**
 - **Knowledge of Exceptional Children state and federal compliance laws, IEP regulations**
 - **Successful completion of continued professional growth through ongoing training at local, state and federal levels**

Essential Job Functions:

EC Process/Procedures:

- Assists in the coordination of team members to support the initial placement process, re-evaluation, Individual Education Plan (IEP) initial, annual and addendum process
- Implements district practices to maintain compliance at the classroom level with state, federal and local procedures

EC Data Management:

- Assist with data input into the ECATS system

Programmatic Responsibilities:

- Assist, as needed, the EC Director and EC Specialist for compliance, with ensuring that IEPs are written according to state and federal policy and that procedures are followed with the EC process
- Maintains in-person and digital availability for support to residency-licensed and beginning EC teachers
- Attends IEP meetings as needed to model processes and procedures for residency-licensed and beginning EC teachers
- Coordinates meeting times/places with members of the IEP team to schedule meetings in order to meet timelines for residency-licensed and beginning teachers
- Performs other duties and responsibilities as assigned by supervisor

Knowledge, Skills and/or Abilities needed:

- Knowledge and experience in the successful application of EC policies and procedures
- Management skills to plan for and complete the IEP process while meeting timelines
- Ability to self-manage calendar and manage multiple timelines throughout the district
- Adherence to confidentiality and ethical practices
- Ability to direct, teach and model for others, independently or in a small group to meet the needs of the audience
- Flexible and adaptable interpersonal skills, using verbal and written communication, to effectively convey a message/goal

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment