



| | |
|-----------------------------|--------------------------|
| Job Code: | |
| Position: | ESS /Teacher |
| Salary: | |
| Reports To: | Principal/Superintendent |
| Department: | ESS |
| Location: | |
| FLSA: | Exempt |
| Board Approval Date: | |
| Posting Date: | |
| Closing Date: | Until Filled |

Summary:

Directs and manages prek-8+ MET/IEP Compliance per IDEA and Arizona Department of Education. Includes the requirements of Child Find Compliance.

Minimum Requirements:

Knowledge (position requirements at entry)

- ✓ Knowledge of MET/IEP development and reporting software applications and student Information system software.
- ✓ Knowledge of federal and state rules and regulations regarding special education and the development of an IEP Knowledge of student record management.
- ✓ Knowledge of report preparation and records management principles.
- ✓ Working knowledge of student information systems (e.g., Synergy, Powerschool, SAIS, etc.);

Skills (position requirements at entry)

- ✓ Ability to work independently
- ✓ Customer service practices
- ✓ Communicating both orally and in writing.
- ✓ Ability to research IEP compliance issues and provide technical assistance to staff
- ✓ Ability to maintain confidentiality.
- ✓ Basic math, accounting or bookkeeping;
- ✓ Windows database management, word processing and spreadsheet applications;
- ✓ Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- ✓ Ability to assess and reprioritize tasks on an on-going basis.

Training and Experience (position requirements at entry)

- ✓ AZ Teacher Certification
- ✓ Special Educational Endorsement(s)
- ✓ Three years of Special Education Classroom teaching;
- ✓ Or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry)

- ✓ Current Arizona Driver's License
- ✓ Fingerprint clearance card

- Verbal communicative ability may be required of public contact positions.

Prepared by The Professional Group Public Consulting Inc. 3/2022