

SOUTHAMPTON COUNTY SCHOOLS

P.O. Box 96 • Courtland, VA 23837
Phone (757) 653-2692 • Fax (757) 653-9422

Dr. Alvera J. Parrish, Division Superintendent

Dr. Deborah Goodwyn, Chairman
James Pope, III, Vice-Chairman

JOB DESCRIPTION

Job Title: SPECIAL EDUCATION SPECIALIST

Reports To: Director of Special Education and Student Services

Location: School Board Office

Primary Function:

To assist with the development and implementation of Special Education programs.

DUTIES AND RESPONSIBILITIES

- Serve as chair/LEA for eligibility and school support team meetings
- Refer to special education laws and regulations for eligibility guidelines.
- Ensuring compliance by the school with all local and Federal laws and regulation relating to students with IEPs/504 plans and students referred to special education
- Effectively communicating to parents and guardians the special education process including process for referrals, evaluations, annual IEPs/504 plans, and re-evaluations as well as parental rights granted by IDEA.
- Coordinating with special education team to complete quarterly IEP progress reports and provide quarterly IEP progress reports to parents/guardians.
- Providing training and technical assistance to case managers, teachers, related service providers and support service professionals on all aspects of case management: use of computer systems for the special education process, writing of IEP goals, progress reports, annual reviews and parent communication.
- Ensuring IEPs are developmentally appropriate, curriculum/standards -based, strength based, and relevant to individual student
- Schedule and coordinate child find activities at least 3 times per year
- Ensure IEP timeline compliance of assigned caseload
- Serve as representative for the CPMT for the county
- Serve as chair/LEA for eligibility and school support team meetings
- Ensuring appropriate delivery of both special education instruction and related services as stipulated on IEPs/504 plans.
- Maintain communication with outside staff concerning SCS students
- Oversee program requirements and regulations
- Attend IEP meetings and serve as the LEA
- Coordinates transportation services with the transportation department for the purpose of transporting students to appropriate programs
- Monitors the following:
 - Attendance Review Committee (Visiting Teacher)
 - Alternate Assessment (VAAP) (Diagnostician)
 - SEAC (Visiting Teacher)
 - Speech/Language

Board of Education

Berlin/Ivor District
Florence Reynolds

Boykins District
Dr. Carolyn Modlin

Capron District
James Pope III

Drewryville District
Donna Rountree

Franklin District
Lynn Bradley

Jerusalem District
Christopher Smith

Newsoms District
Denise Bunn

At Large
Dr. Deborah Goodwyn
William Worsham

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- OT/PT
 - Medicaid (Medicaid Clerk)
 - ESY
 - Home-based instruction (Visiting Teacher)
 - PreK Inclusion Program
- Assists with personnel functions (e.g. recruitment, hiring, evaluations, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel
 - Update federal monitoring report
 - To perform other duties as assigned by the Director of Special Education and Student Services

QUALIFICATIONS:

- Possesses or qualifies for the Virginia Professional License with an endorsement in special education or related field
- Three years of successful teaching or administrative experience either at the elementary, middle or high school level
- Demonstrates strong instructional leadership
- Possesses personal characteristics necessary for working effectively with students, teachers, parents, administrators and community
- Masters Degree preferred

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of certificated personnel.

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