

TITLE: Secondary Handicapped Learning Specialist 3.17

QUALIFICATIONS:

1. Holds Oregon Special Education Certificate.
2. Experience in working with handicapped students as a special education teacher in public school setting.
3. Experience in counseling and use of behavior management techniques; demonstrated interpersonal skills in relating to students, parents and professional persons.
4. Ability to write useful student evaluation reports for teaching personnel.
5. Such alternatives to the above as the Board may find appropriate and useful.

IMMEDIATE SUPERVISOR: Assistant Superintendent

RESPONSIBLE TO: Middle School and High School Principals

JOB GOAL: To implement, coordinate, supervise and evaluate district secondary special education services for compliance with federal and state laws.

PERFORMANCE RESPONSIBILITIES:

1. Provide direct special education services including:
 - a. Performing psychological and educational diagnostic testing with individual students.
 - b. Writing summaries of the above in the form of comprehensive reports of test results and recommendations for necessary prescriptive programming.
 - c. Conducting pre- and post-evaluation staffings with the parent(s) of students tested.
 - d. Performing individual or group counseling or behavior management when requested.
2. Monitor, coordinate and oversee Public Law 94-142, handicapped child evaluation, placement, records keeping and implementation of program services.
3. Provide coordination of the transition of special students from elementary to middle school to high school.
4. Assist, supervise and evaluate the writing of I.E.P.'s.
5. Direct program evaluations and provide an annual written status report of district secondary special education programs. Recommend improvements and changes necessary to meet requirements of state and federal laws.

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6. Work with the Jackson County Education Service District to provide implementation of Public law 94-142 requirements.
7. Attend other coordinative agency meetings related to special education services.
8. Attend regular building meetings to update principals and/or counselors on the status of handicapped students and special education programs.
9. Chair and coordinate the Multi-Disciplinary Assessment Teams for the High School and Middle School.
10. Resolve, or refer to the building principal disagreements between staff members, staff and parents, staff and agencies or other persons when such disagreements are directly related to appropriate special education program functioning.
11. Coordinate and prepare annual achievement testing reports on special education students.
12. Coordinate and recommend budget expenditures for special education services at the secondary level.
13. Assist in the development of career education, work experience and alternative programs for special education students as the need arises.
14. Engage in projects as superintendent or assistant superintendent deems necessary and appropriate.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.