

Narragansett School System**TITLE: LEA Representative – Evaluation Team Chairperson****JOB DESCRIPTION:**

The LEA Representative – Evaluation Team Chairperson is directly under the supervision of the Director of Student Services in consultation with the principals and assistant principals. He/she will be responsible for serving as LEA at Evaluation Team meetings and conducting educational evaluations as assigned. Schedule is flexible, depending on duties for the day.

MINIMUM QUALIFICATIONS:

- Certification as a special educator;
- Three years experience as a special education teacher at the level assigned;
- Training, knowledge, experience and full understanding of the special education evaluation process;
- Knowledge of district wide continuum of services;
- Ability to interpret and present special education evaluations and reports;
- Demonstrated knowledge of state and federal special education laws, regulations, and eligibility criteria and willingness to implement the special education process;
- Knowledge of Individualized Education Programs;
- Strong verbal and written communication skills;
- Capability of prioritizing needs and responding professionally and efficiently to a variety of requests from families, staff, and administration;
- Ability to effectively handle issues utilizing a problem-solving approach in a team-based environment; and
- Proficiency in Microsoft software applications (Word, Excel), as well as database program(s) for student management.

DUTIES AND RESPONSIBILITIES:

1. Act as LEA Representative at Evaluation Team and Individual Education Program meetings;
2. Schedule meetings and provide written notice to assure compliance with special education regulations;
3. Record meeting minutes and complete all relevant special education paperwork at Evaluation Team and Individual Education Program team meetings;
4. Chair Evaluation Team meetings and lead the team in all relevant eligibility and evaluation decisions;
5. Chair Individualized Education Program meetings, lead the team in all relevant educational decisions, and check IEPs for compliance;
6. Assure that any student receiving or entitled to receive special education instruction under IDEA receives a full and comprehensive evaluation;
7. Ensure the involvement of parents in the special education process and provide basic explanations of parental rights and procedural safeguards and responsibilities under IDEA;

8. Interpret special education eligibility reports from a variety of service providers and out of district evaluators;
9. Ensure that the Evaluation Team follows procedural safeguards at all stages of the special education process;
10. Conduct educational evaluations for new referrals and reevaluations as assigned;
11. Attend Leadership or Principal meetings when requested;
12. Attend special education parent advisory meetings;
13. Conduct voluntary monthly special education department meetings with Director of Student Services;
14. Facilitate the collection and communication of budgetary items to support student services budget development;
15. Maintain student records and protect their confidentiality;
16. Participate on the Response to Intervention Teams;
17. Collect data for regulatory compliance reports and analyze data to inform instruction and support school and district decision-making;
18. Coordinate transition planning activities and transition assessments for students with IEPs;
19. If assigned to NES act as a point person for transition from Early Intervention;
20. If assigned to NES coordinate MAP testing;
21. Perform other tasks as may be assigned by the Director of Student Services or Principals.