

West Central District Special Education Coordinator/School Psychologist Job Description

Title: District Special Education Coordinator/School Psychologist

Qualifications: ISBE School Psychologist PEL

Reports To: Superintendent

Date: October 18, 2023

Special Education Coordinator Responsibilities:

1. Coordinate all special education programs and services
2. Implement appropriate and uniform procedures for identification, evaluation, placement and dismissal of children with disabilities
3. Coordinate and assist in the development and implementation of special education curricular and personnel activities
4. Communicate guidelines and procedures for activities to special education teachers, support staff, administrators and the Board of Education
5. Assist special education teachers and support staff directly and indirectly in the improvement of their performance
6. Implement all rules and regulations necessary by Illinois State Board of Education and IDEA
7. Coordinate the completion of all special education forms required (directing case managers to ensure compliance and completion when necessary)
8. Assist in developing appropriate educational programs to fit each student's needs
9. Assist in planning and implementing preschool screening clinics
10. Maintain records of case study referrals and their programs through the system
11. Maintain (organizing, purging, filing, storing, etc) the school district's special education files and psychological records
12. Coordinate and oversee state testing needs for 504 (in coordination with building social worker/counselor) and IEP students (serve as Test Accommodations Coordinator)

13. Maintain Special Education class lists and caseloads for case managers
14. Serve on various committees as required and requested by administration
15. Coordinate Medicaid Administrative Outreach and Direct Service Reimbursement Procedures (timely reporting, staffing lists, staff training) with District Office Staff and submit billing information for district para-professionals
16. Coordinate School Nurse services for IEP services
17. Participate in the employment process for special education personnel
18. Serve as LEA representative when principals are not in attendance at IEP meetings
19. Attend conferences for students placed in out-of-district programs
20. Review records of incoming transfer students and determine their special education placement needs
21. Update district policy and procedures, as needed for compliance and review purposes
22. Complete Child Count forms for the purpose of state and federal funding
23. Maintain and update EmbraceIEP in a timely manner
24. Maintain and update iStar Records in a timely manner
25. Serve as the district contact for the West Central Illinois Special Ed Cooperative
26. Arrange for workshops and training for district personnel, as necessary or requested by administration and staff
27. Complete district needs assessment for special education services for the WCISEC Co-Op
28. Maintain and develop continued professional skills through attendance at workshops, institutes, and meetings of the special education Co-Op
29. Review and report on ISBE changes in practices and changes in special education law
30. Serve as the District's 504 coordinator to develop 504 plans for students needing classroom accommodations (in instances where the building does not have a licensed School Counselor or Social Worker)

31. Coordinate transportation for out of district placements
32. Plans, coordinates and facilitates monthly meetings with special education teachers at each building
33. Communicate with District SIS Coordinator for IEP details (service start/end dates, change of placement, testing, etc)

School Psychologist Responsibilities:

1. Conduct and interpret individual psychological evaluations to determine children's strengths and weaknesses as they relate to learning and social interaction for both general and special education
2. Participate in case study conferences and interpret student evaluations to parents and professional staff
3. Assist in developing appropriate educational programs to fit each student's needs
4. Provide counseling or consultation services to students and families in the District
5. Screen children for possible early entrance into Kindergarten and 1st Grade as well as Accelerated Placement Program for students
6. Provide referral service to various social agencies
7. Coordinate with the School Social Worker and School Counselors to provide counseling/social work services
8. Act as a consultant to the RtI team as needed
9. Responsible for testing and recommended placement for homeschooled students who are returning to public school
10. Support students and staff in mental-health intervention/prevention and crisis situations
11. Communicate with parents regarding the progress and needs of their students
12. Provide casework services with students and families to resolve student's behavioral and social problems

13. Supports teachers and support staff with behavioral intervention suggestions by conducting behavioral observations, conducting interviews, reviewing school records, etc
14. Provides training and workshops for teachers and staff regarding mental health issues and proper procedures for the identification and referral of students
15. Participate in District Threat Assessment Team process
16. Assist with the development of teacher implemented interventions for specific students
17. Maintaining professional skills through reading of current literature, professional membership and attendance at conferences/workshops as appropriate

This job description in no way states or implies that these are the only duties to be performed by this position. The District Special Education Coordinator/School Psychologist will be required to follow any other instructions and to perform any other related duties as assigned by district administration or the Board of Education.