



NEW: 07/01/2019  
 Submitted: 02/12/2019

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| JOB TITLE:             | ECE IMPLEMENTATION COACH |
| DIVISION               | ACADEMIC SUPPORT         |
| SALARY SCHEDULE/GRADE: | III                      |
| WORK YEAR:             | AS APPROVED BY THE BOARD |
| FLSA STATUS:           | EXEMPT                   |
| JOB CLASS CODE:        | 4745                     |
| BARGAINING UNIT:       | CERT                     |

**SCOPE OF RESPONSIBILITIES**

Coordinate and assist the school based Exceptional Child Education (ECE) team to support student achievement; administer, score and interpret assessments; and maintain compliance with district Exceptional Child Education procedures. Provide technical assistance and support for the implementation of the Kentucky Administration Regulations (KARs) and the Individuals with Disabilities Education Act (IDEA).

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Schedules and chairs Admission and Release Committee (ARC) meetings according to policies and procedures/timelines, complete ARC forms correctly and accurately

Assists staff, parents, etc. in referral procedures, collect required information at the ARC to act upon referral (updated screenings, documentation of interventions, etc.)

Adheres to policies for completing evaluations within specified timelines and prepares data in conjunction with the evaluation team, competently administers, scores, and interprets assessments

Participates in decision making for program planning and development of Individual Education Programs aimed at improving individual student achievement

Guides and coaches teams to implement appropriate evidence-based practices and builds teacher capacity for successful implementation of classroom and student based strategies

Analyzes student performance data to increase college, career and citizenship readiness

Provides input for effective and efficient scheduling to maximize student access to general curriculum

Enters Exceptional Child Education data into the state student information system and assists with the development of mid-year and end-of-year reports

Develops and maintains a positive rapport with families and staff

Monitors discipline/suspensions of students with disabilities to ensure alignment with ECE procedures, KARs, and the IDEA

Attends trainings and meetings as directed by Chief Exceptional Child Education

Performs other duties as assigned by the supervisor

**PHYSICAL DEMANDS**

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations.

The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

Kentucky Teaching Certificate in Special Education

Master's Degree or higher

Three (3) years successful teaching experience in special education or equivalent professional experience

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| Ability to work successfully with people |
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| Working knowledge of federal and state laws and regulations regarding programs for exceptional children |
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| Ability to work cooperatively in a team situation |
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| Demonstrated decision-making abilities |
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| Effective communication skills |
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| <b>DESIRABLE QUALIFICATIONS</b> |
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| Demonstrated leadership ability |
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| Demonstrated ability to write distinctly and to organize data |
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