

BREMEN COMMUNITY HIGH SCHOOL DISTRICT 228

Midlothian, IL 60445

July 28, 2009

POSITION: IEP Facilitator/Local Education Agency Representative

STARTING DATE: TBA

QUALIFICATIONS: 1. LBS I, LBS II, and/or Type 73
2. Type 75 and experience in a high school setting preferred

TERMS OF EMPLOYMENT: 1. 100-125 days during the work year
2. \$150 per day

PERFORMANCE RESPONSIBILITIES: See attached job description.

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

APPLY TO: Interested applicants should send a letter of interest and/or resume to:

Dr. Marcia Mendenhall
Assistant Superintendent for Personnel & Student Services
Bremen Community High School District 228
15233 Pulaski Road
Midlothian, IL 60445
mmendenhall@bhsd228.com
Phone: (708) 389-1175
Fax: (708) 389-2552

APPLICATION DEADLINE: Until position is filled.

BREMEN HIGH SCHOOL DISTRICT 228

JOB DESCRIPTION

TITLE OF THE POSITION: IEP Facilitator/ Local Education Agency Representative

LOCATION OF THE POSITION: Out of District Sites

REPORTS TO: Special Education Administrators

GENERAL DUTIES:

1. To assist in maintaining high quality services for staff, students, parents, and community members who utilize the services assigned to this position.
2. To assist immediate supervisor in carrying out the duties assigned to that position.
3. To strive for positive and collegial public relations with the staff, students, parents and community members.
4. To maintain confidentiality in all areas assigned to this position.
5. To assist administrative supervisors with paperwork and impedimenta so that they may devote maximum attention to the central problems of education and educational administration.

QUALIFICATIONS:

LBS I, LBS II, and/or Type 73

Type 75 & Experience in a high school setting preferred

ESSENTIAL FUNCTIONS:

1. Possess the ability to speak clearly and be understood by others.
2. Possess the ability to write legibly.
3. Possess the ability and have received the training to effectively operate a computer, using a PC platform, at a level which would allow a candidate to pass a test administered for this position.
4. Possess the ability to demonstrate effective telephone skills and the ability to operate a modern phone system.
5. Demonstrate the ability to calmly address individuals using the services offered by the position.
6. Possess an acceptable attendance history in prior positions and demonstrate the ability to meet the daily attendance requirements of the designated position.
7. Possess a successful work history, supported by references, in a work setting similar to the position for which the candidate is applying.
8. Demonstrate the ability to practice confidentiality with sensitive information.
9. Demonstrate effective interpersonal skills to assist in establishing a positive climate in the work environment.

PERFORMANCE RESPONSIBILITIES:

1. Act as administrative designee or District representative at IEP team meetings.
2. Facilitate IEP meetings and coordinate services for students placed in district programs.
3. Participate in Individualized Educational Program (IEP) development and monitoring progress with respect to agreed upon services.
4. Ensures the implementation of required policies and procedures affecting students with disabilities.
5. Assists in the collection and analysis of data needed for the purpose of planning, reporting, securing services, and making decisions.
6. Provide technical assistance to district schools on program options, procedural considerations, and student reintegration.

7. Communicate with the appropriate staff members regarding progress toward graduation, course selection, transportation, and participation in district activities.
8. Monitor the registration and attendance of students served in out of district sites.

TERMS OF EMPLOYMENT:

100-125 days during the work year

\$150 per day