

FACILITATOR OF SPECIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

This is a paraprofessional position responsible for facilitating the Committee on Special Education referrals, meetings and placements by processing paperwork, including scheduling meetings, transportation and completing forms and reports for reimbursement. In addition, the incumbent coordinates home tutoring for students. The work involves coordinating the provision of services in accordance with applicable rules and policies. General supervision is received from a higher level employee. Supervision may be exercised over subordinate employees.

TYPICAL WORK ACTIVITIES:

1. Assists in processing and monitoring CSE referrals for initial case review ensuring that students who are eligible for services are promptly screened, evaluated and receive services in the manner prescribed by law;
2. Provides the principals and staff with written information on parental rights/due process and the CSE process;
3. Monitors all CSE mandated time lines;
4. Facilitates student placements at BOCES or private schools by processing necessary paperwork;
5. Arranges student transportation through transportation department;
6. Registers all Special Education students transferring into the district on the district's computer system;
7. Completes necessary paperwork for reimbursement from the state;
8. Recruits qualified home tutors and assigns tutors to students;
9. Coordinates work assignments with other agency offices, such as Personnel and the Business Office;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business English and math; working knowledge of laws, policies and procedures regarding the provision of special educational services; working knowledge of available community facilities and resources; computer proficiency and the ability to learn software programs; ability to identify positively with people; ability to work independently; good organizational ability; good judgment; initiative and resourcefulness; emotional maturity; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Completion of two years (60 credits or the equivalent) of training at a regionally accredited or New York State recognized college or university and two years of responsible clerical experience which included financial record keeping;
- OR: (B) Graduation from high school and four years of responsible clerical experience which included financial record keeping;
- OR: (C) An equivalent combination of training and experience.

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ADOPTED: 02/27/97