

**Hobbs Municipal Schools
Job Description**

Job Title: IEP SPECIALIST

Reports To: DEPUTY SUPERINTENDENT OF SPECIAL SERVICES

General Job Description:

IEP Specialist works with district staff, students and parents in implementing, coordinating, and monitoring the District's Special Education Individualized Education Plans to meet the needs of students with disabilities and gifted students in the Hobbs Municipal Schools.

Essential Duties and Responsibilities:

1. Process transfer students from other districts, including writing the temporary/interim Individual Education Plans (IEP's).
2. Conducts IEP meetings as appropriate including initial placement meetings, annual reviews, three year re-evaluations, interim reviews, Extended School Year, transition planning, manifestation determination meetings, transfer IEP's made permanent, and exits from special education as appropriate.
3. Evaluates the IEP process and content to ensure that compliance with standards of various regulatory agencies is acceptable.
4. Facilitates the development of transition plans to specify the support and services necessary for children with disabilities to transition from home to school, one level of schooling to another, and from school to independent or supportive adult living.
5. Consults with parents regarding Special Education policies, regulations, procedures, referrals, placements, IEP team recommendations, and recommended educational approaches for students.
6. Provides technical support/assistance to Special Education staff members, building principals, and regular education staff members regarding Special Education regulations, policies, and procedures.
7. Assists in professional development activities as may be required by the Special Services Department.
8. Performs other relevant tasks as may be assigned to comply with local, state, and federal requirements.
9. Adheres to all health, safety, and sanitation policies of the District and notifies the proper authorities when repairs or replacements are required to maintain established standards.
10. Demonstrate legal knowledge of state and federal regulations pertaining to Pre K through grade 12 Special Education programs.
11. Demonstrate knowledge of procedural safeguards afforded to parents of children with disabilities.
12. Demonstrate ability to work effectively with students, parents, and staff.
13. Maintain confidentiality with sensitive matters.
14. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
15. Report to work on time and work no less than 7.5 hours per day.
16. Work independently with very little supervision.
17. To perform this job successfully, an individual must communicate in oral and written form; prioritize, organize and manage time; and work independently with little supervision.
18. May be required to perform other related functions as assigned by your supervisor.

Supervisory Responsibilities:

None

Qualifications:

1. Current New Mexico Educator's License, Level III Preferred.
2. Bachelor's degree in Education, Special Education, or related field required.
3. Minimum five years' experience in the field of Special Education preferred.
4. Valid Drivers' license and Car Insurance (if traveling from site to site)

IEP SPECIALIST (CONT'D)

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May be required to make site visits. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date