

TITLE: REFERRALS FACILITATOR

QUALIFICATIONS: At least a Bachelor's degree in Special Education (NOTE: For Pre-School Referrals Facilitator, at least a Bachelor's degree in either Special Education or Social Work)

REPORTS TO: Supervisor of Special Education

JOB GOAL: To coordinate both referrals and re-evaluations of students for Special Education services.

PERFORMANCE RESPONSIBILITIES:

1. Processes all student referrals and re-evaluations for Special Education services.
2. Coordinates hearing and vision screening for all referrals.
3. Monitors the referral process to ensure that all referrals are processed within timelines established by the Alabama State Department of Education regulations.
4. Gathers all information needed for proper documentation to be presented to the IEP team for determination of initial eligibility or continued eligibility.
5. Facilitates parent involvement from the time of student referral until decision regarding possible placement is made.
6. Conducts monitoring of school records to locate exceptional children enrolled in each school.
7. Helps to coordinate the writing of the IEP (Individualized Education Plan) after Special Education placement is determined but before placement is made.
8. Schedules and conducts Eligibility and Re-evaluation meetings in assigned schools.
9. Conducts and/or coordinates assessments to determine a student's eligibility for Special Education and related services.
10. Secures a report and/or summary on each assessment conducted.
11. Consults with Principals, teachers, parents and other appropriate persons and agencies concerning assessments.
12. Schedules and conducts the re-evaluation for continued placement of all Special Education students.
13. Consults with any lay or professional group interested in obtaining information about Special Education or Exceptional Children and Youth in the State of Alabama.
14. Attends professional workshops and meetings concerning Alabama State Department of Education regulations and Special Education programs and assessments.
15. Performs such other duties as may be assigned by proper authorities.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

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

Florence City Schools

Approved by Board of Education 11-12-13