



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Individual Education Program (IEP) Placement Specialist
Payroll/Personnel Type:	10 Month
Job #:	8470
Reports to:	Special Education Supervisor/Executive Director of Special Education
Shift Length:	6.5 Hours a Day
Union Eligibility:	Eligible

Position Summary:

To assist in planning, developing and conducting IEP conferences.

Essential Functions:

- Schedule in conjunction with building administrator and/or special education supervisor all initial IEP conferences for handicapped students who are currently enrolled in St. Louis Public Schools
- Provide support to instructional and administrative staff regarding the development of Individual Education Plans (IEP's)
- Schedule conferences and draft appropriate initial IEP's for handicapped students not currently enrolled in St. Louis Public School
- Notify all participants of initial IEP conferences in writing
- Participate in initial IEP conferences for handicapped students
- This includes preparing the present level data of the IEP and assisting school staff in developing appropriate goals and objectives
- Participate and assist in determination of appropriate placement and related services
- Assure that provisions of due process and procedural safeguards are explained to parents
- Review and monitor change in placement, anniversary, amendment and exit IEP's as submitted by instructional personnel
- Assist and provide group and individual in-service for instructional and ancillary personnel for development of appropriate IEP's
- Monitor monthly enrollment rosters of special education students
- Assist in revision of IEP Manual and Manual of Operations as requested
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Strong interpersonal skills
- Knowledge of instructional methodologies and the supplies and equipment utilized by handicapped children ages 0-21
- Knowledge of state and federal laws pertaining to the education of handicapped children
- Individual transportation needed for field work
- Preferred knowledge, abilities and skills
- Proficiency in typing
- Willingness to accept extra service employment during summer months
- Basic computer knowledge

Experience:



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- Acceptable personal traits – speech, appearance, character, attitude, etc., as observed
- Minimum of three years of classroom and/or resource experience teaching EMH, LD or BD children
- Demonstrated experience in writing IEP's

Education:

- Master's Degree (required)
- Missouri State Teachers Certificates in the areas of Learning Disabilities, Behavior Disorders, Educable Mentally Handicapped (K-12) (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date	Immediate Supervisor	Date
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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