

EASTFORD SCHOOL DISTRICT

Eastford, CT

Job Description and Performance Responsibilities Position

Description:	PPT and Special Education Report Facilitator
Desired Qualifications:	State certification for Special Education Teacher; commitment to managing and improving the school's special education records; leadership qualities necessary to ensure that office staff members are kept up to date about special education.
Reports to:	School Principal and Superintendent
Supervises:	Office Assistant Assigned to Special Education General
Description:	The PPT and Special Education Report Facilitator will stay up to date about laws, guidelines, requirements and paperwork related to special education.
Terms Of Employment:	Annual appointment

Performance Responsibilities:

Responsibilities of the PPT and Special Education Report Facilitator include but are not limited to:

1. Working with the principal and the office assistant to facilitate the scheduling of PPTs and completion of tasks related to the special education process.
2. Maintaining schedules of contracted service providers for PPT notices, evaluations and services.
3. Reviewing special education paperwork that is sent to parents, staff and agencies.
4. Coordinating with office assistant, principal and pupil services director to ensure that data for SEDAC, ECO, Evaluation Timelines and other special education reports are accurate.
5. Attending workshops regarding changes in Special Education laws and ensuring that EES plans timely implementations.
6. Performing any pertinent duties as assigned by administration.