

# **Paris Cooperative High School**

## **JOB DESCRIPTION**

**Position Title:** Special Education LEA

**Department:** Special Education

**Reports to:** Building Principal

**FLSA Class:** Non-Exempt

**Effective Date:** 09/01/2023

### **SUMMARY**

This position is responsible for serving as a school district representative on an IEP team to provide authority to commit district resources and must be able to ensure all of the services described in a child's IEP will be provided by the District.

### **DUTIES**

1. Ensure attendance of all team members unless excusal has been signed by the parent.
2. Verify that someone is taking minutes of the meeting.
3. LEA can allocate resources and services to meet the needs of the student's IEP.
4. Maintain knowledge of Cooperative resources and programs to best communicate and assist in development of plan to ensure LRE.

### **QUALIFICATIONS**

1. Must hold a valid license as required by the Illinois State Board of Education and the Illinois Department of Professional Regulation.
2. Must complete LEA training by the Superintendent or his/her designer.
3. Must have excellent oral and written communication skills to work with students, teachers, and building administrators.
4. Enforce school regulations and policies in a professional manner.
5. Ability to understand instructions, concepts, and underlying principles and the ability to reason and make judgements.
6. Ability to perform arithmetical operations quickly and accurately.
7. Ability to perform manual functions easily.
8. Ability to understand meanings of words and ideas associated with them, and to transfer understandings to individuals and groups as necessary.

### **SCHEDULING**

The schedule is subject to change with district demands. Overtime is required when requested.