08/04/22
Job Description

Title: Special Education Program Facilitator

Reports to: Director of Special Education

General Summary: The Special Education Program Facilitator is responsible for assisting with the
implementation of district special education programs and procedures at the building level, including
observance of department procedures to assure compliance with state and federal regulations. In additional
comprehensive knowledge about programs for students with disabilities, the Special Education Program
Facilitator may have an identified area of specialized expertise, i.e., behavior disorders, mental retardation,
autism, etc., and will work with students, parents, staff members and other District leaders to provide
program leadership in the identified area of specialization.
Essential Functions:

1. Acts as a liaison between the District Special Education office and the special education teachers and
building principals.
2. Assists special education teachers and works with building and department administrators to facilitate
appropriate IEP development and placement decisions.
3. Supports special education teachers in designing appropriate special education programs for students;
including assistance with data collection, review of records, diagnostic procedures, program modifications,
designing and implementing behavior management programs, and identifying and tracking assessment
accommodations for district/state assessments as identified in students’ IEPs, etc.
4. Assists in the selection of and coordinates program requests for instructional materials and equipment.
5. Assists with implementation and tracking of assessment accommodations for district/state assessments as
identified in students’ IEPs.
6. Assists teachers new to the program to become familiar with program components and district practices and
procedures, including issues of compliance.
7. Assists in planning and presenting program staff development, parent meetings, and other meetings as
necessary.
8. Participates in department efforts to develop and implement an articulated curriculum that is aligned with
the general education curriculum for students with disabilities of diverse ability levels.
9. Assists with other management tasks as requested or assigned, including procedural and compliance
training, etc.
10.