

WINOOSKI SCHOOL DISTRICT
Job Description

Job Title: Special Education - District Evaluator

Date Approved/Updated: December 5, 2011

Location: District wide

Job Group: Educator

Reports To: Special Education Director

Summary of Position Responsibilities:

- 1) To effectively follow the Vermont and Federal special education regulations.
- 2) To work collaboratively with classroom teachers, special, parents, school psychologist, outside agencies, and school administrators.
- 3) To be knowledgeable about current practices in assessment, examinations, and interpretations.

Essential Duties and Responsibilities:

1. Instruction and interpersonal behaviors are consistent with the Mission Statement of the Winooski School District.
2. Exhibits professional and personal characteristics.
3. Accepts responsibility for being a member of a collegial group.
4. Ability to organize comprehensive initial and 3 year reevaluations across the school district.
5. Will keep current with special education law, required paperwork, and current research on assessments.
6. Will continue to pursue professional development opportunities.
7. Will participate in district Educational Support Team (EST) meetings when appropriate (elementary, middle and high school).
8. Will attend evaluation planning and eligibility meetings.
9. Will work in consultation with the school psychologist.
10. Will assist in out-of-district placements case management.
11. Other responsibilities as assigned by the Special Education Director.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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Supervisory Responsibilities include: Training, planning, assigning, and directing work.

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's Degree, Master's Degree preferred. Background in assessment.

Certificates, Licenses, Registrations: Vermont State Special Education License

Language Skills: Excellent oral and written communication skills required.

Mathematical Skills: Solid math skills. Ability to interpret wide range of data.

Reasoning Ability: Excellent problem solving skills required.

Other Skills and Abilities: Qualification which the Board and Administration find appropriate and acceptable.

Physical Demands:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

F Standing C Walking F Sitting F Lifting F Carrying F Pushing
 F Pulling F Climbing F Balancing F Stooping F Kneeling F Crawling
 F Crouching F Reaching F Handling F Fingering F Feeling C Talking
 C Hearing C Far Vision C Near Vision F Color Vision F Depth Perception F Repetitive Motion
 C Eye/Hand/Foot Coordination

Physical Effort: Please indicate on the continuum the requirements of this position:

Sedentary Work	Light Work XX	Medium Work	Heavy Work	Very Heavy Work
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

F Exposure to weather O Extreme heat O Extreme cold F Noise O Dust, vapors, fumes
 C Time constraints C Public contact C Deadlines O Travel F Inside work

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Terms of Employment: Collective Bargaining Agreement and Board Policies.

Compensation: As per *Collective Bargaining Agreement*.

Evaluation: Performance of this job will be evaluated in accordance with Procedure WSD201.

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