

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Tier III Coordinator Position Description

LOCATION: Special Services

JOB CATEGORY: Professional

PAY GRADE: Grade 30

FSLA: Exempt

IMMEDIATE SUPERVISOR: Director/Supervisor of Special Services

GENERAL DEFINITION AND CONDITIONS OF WORK

Oversee all Tier III related programs. Performs a full range of tasks in support of IEP, 504, and Student Support Team implementation and software. Coordinates and leads the Autism Services Improvement Team. Oversee crisis intervention training (MANDT) and certification for all schools. Oversee Medicaid billing process. Oversee Virginia Alternate Assessment Program (VAAP).

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

A. Tier III Responsibilities

1. Plans and coordinates for the provision of special education services and supports to students with tier III level needs;
2. Trains all staff providing support to Tier III programs; trainings to include but not limited to MANDT, state-mandated trainings, evidence-based practice training, Unique Learning System/Curriculum- Based Training;
3. Oversees the Virginia Alternative Assessment Program to include but not limited to the training of staff and scorers, monitoring and pre-scoring the collections of evidence, coordinating the local scoring event, collaborating with the WCPS Test Coordinator to ensure timelines are met;
4. In Collaboration with the WCPS OT department, develops and maintains sensory rooms in each school of WCPS;

5. Establishes and maintains communication with parents of student in the program;
6. Participates in the development of Behavioral Intervention Plans (BIP) and Functional Behavioral Assessments (FBA) for students with Tier III Level needs;
7. Supports the planning and implementation of special education initiatives. Integrates new developments, research findings and best practices into ongoing programs and new initiatives;
8. Performs related work as required.

B. Medicaid Responsibilities

1. Develops procedures pertaining to Medicaid documentation and reimbursement and ensures compliance;
2. Review applicable laws and regulations
3. Review cost settlement which includes cost report and billing compliance review.

C. Online IEP Writer Technical Support

1. Acts as WCPS liaison to Online IEP writer program provider;
2. Stay current on program updates and notifies appropriate staff of changes;
3. Provides technical and troubleshooting support for staff
4. Coordinates upload of information from WCPS data dashboard to IEPOnline;
5. Interfaces with other counties to complete interdistrict transfers of online information for students moving in and out of WCPS;
6. Assisting with managing data scored in Online IEP writer program;
7. Performs related work as required

D. Autism Services Improvement Team Responsibilities

1. Coordinates team activities to support students with ASD in all school settings.
2. Collaborates with VCU ACE regarding training updates for staff supporting students with autism. Communicates ASIT progress with VCU ACE following the outline of the grant.
3. Collaborates with VTSS team to incorporate evidence based practices for students with autism throughout the county.
4. Participates in the Communities of Leaders in Autism

(CoLA). Represents WCPS at CoLA conferences and presents WCPS initiatives and progress.

5. Provides support to WCPS schools in implementing social skills subcommittee.
6. Coaches' teacher of students with autism in the implementation of Evidence Based Practices in their classrooms. Supports those teachers to coach other teachers in their buildings on these practices.
7. Other duties as assigned.

E. Regional Tuition Program (SISNA)

1. Identify qualifying students, monitor programming needs and expenses to serve students.
2. Report expenses for identified students three times per year, coordinate with data entry personnel with regards to ADM, etc.
3. Maintain qualifying documentation for audit

KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated ability to prioritize tasks, meet deadlines, self-motivate, and work independently. Demonstrated ability to build strong social/emotional communities of learners. Strong communication and interpersonal skills. Experience working with families from diverse cultures and socio-economic backgrounds.

EDUCATION AND EXPERIENCE

Bachelor's degree in Education or related field required.

SPECIAL REQUIREMENTS

Must be able to provide own transportation to schools throughout the division. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria; auditorium; and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required.

Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by

means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION

The Director/Supervisor of Special Services will be evaluate performance in accordance with school board policy and administrative regulations on evaluation of personnel.