

Title: Student Services Specialist (½ Time Position)
Job Description

Qualifications: Illinois Professional Educator License
LBS-1 preferred.

Minimum of three years of successful experience as a school teacher or equivalent experience

Report to: Special Education Coordinator

Job Goal: To function as a member of a multidisciplinary team to provide diagnostic and consultative services to children, families, and schools.

Contract Related
Items:

Work Schedule: Contracted to work hours and days as specified within the Illini Central Collective Bargaining Agreement.

Compensation: Salary and benefits will be based on the Illini Central Collective Bargaining Agreement salary schedule.

Absences: Absences must be run through the Special Education Coordinator in a timely manner consistent with the expectation of the Special Education Coordinator. *Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual*

Evaluation and
Supervision:

The Student Services Specialist is under the direct supervision of the Special Education Coordinator. An annual written evaluation shall be conducted with a copy going to the Student Services Specialist and copied to the staff member's Personnel File.

Further information may be obtained by referencing the Illini Central Collective Bargaining Agreed or the Illini Central CUSD 189 Board of Education Policy Manual

PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF STUDENT SERVICES SPECIALIST

The position of Student Services Specialist may vary depending on the building, grade level serviced, or other factors identified by the administration or Board of Education. Below are performance responsibilities that Student Services Specialist may be asked to accomplish in accordance with their position:

1. Monitors student academic performance while assisting with appropriate interventions.
2. Collects, analyze, interpret, and utilize data to guide program direction and emphasis.
3. Administers achievement assessments to students
4. Assists in collecting data from staff and families
5. Assists in facilitating domain meetings
6. Completes reports or portions of reports under school psychologist supervision
7. Collaborates with staff team to facilitate eligibility consideration for special education
8. Completes Functional Behavior Analysis in order to author Behavior Intervention Plans
9. Assists case managers with development of appropriate behavioral data collection procedures, measurable IEP goals, and facilitation of BIPs
10. Promotes data collection and interpretations leading to data-driven decision making to assist teachers in identifying/grouping children in need of additional supports
11. Assists teachers with developing and implementing classroom-based, developmentally appropriate interventions and instruction to enhance social/emotional, academic, and cognitive skills.
12. Performs other duties as assigned