

Class Code 0295

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CARROLL COUNTY BOARD OF EDUCATION

Job Description for

**ADMISSIONS AND RELEASE COMMITTEE CHAIRPERSON (ARC) - SCHOOL
BASED**

QUALIFICATIONS:

- A master's degree or higher in the area of special education or administrative certification.
- Minimum of five (5) years' experience in teaching special needs students or administrative experience.
- Experience in training/staff development.
- Knowledge of special education laws, regulations, and requirements related to their implementation.
- Demonstrated skills in educational program design and implementation.
- Such alternatives to the above qualifications as the Director of Special Education, School Principal, and Superintendent may find appropriate and acceptable.

REPORTS TO: Director of Special Education and/or School Principal

JOB GOAL: Assist the Director of Special Education and School Principal in program design, implementation, and coordination of Exceptional Children Services.

PERFORMANCE RESPONSIBILITIES:

- Facilitate compliance and implementation of special education regulations, policies, procedures, and accompanying forms.
- Serve as Admission and Release Committee Chairperson Designee, chairing all ARC meetings.
- Coordinate student and teacher schedules including the assignment of students to teacher caseloads.
- Assist the Principal in developing and planning appropriate professional development activities for all school staff including regular ECS and PLC meetings.
- Coach classroom staff in planning and implementing research-based practices (academic and behavior) for students (modeling, strategy/program training, and materials acquisition).
- Coordinate and manage all initial evaluation and reevaluations activities: conduct achievement testing and behavioral observations, assist teachers and parents in the completion of rating scales, and coordinate testing activities with the school psychologist and therapists.
- Assist the Principal in the coordination of Community Based Programming including calendar, budget, and transportation.
- Coordinate completion of KDE reporting.
- Perform other duties as assigned by Principal/Director of Special Education

TERMS OF EMPLOYMENT: Salary and work year to be established by the Carroll County Board of Education policy

EVALUATION: Performance of this position will be evaluated in accordance with Carroll County Board of Education policy.