



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Individualized Education Program (IEP) Writer**

Position Type: Certified	Department: Student Support Services
Salary Schedule: Addenda	Location: In person and Remote
Reports to: Student Support Services Administrator	
Term of Employment: 12 months	Shift: Day
Approved By: Human Resources	Date: Oct 30, 2023

POSITION SUMMARY:

Works with Student Support Services and various school sites to complete the IEP writing process, as well as associated responsibilities for students in K-12. Follows all District and Federal compliance guidelines to ensure all elements of the IEP document and processes are met.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

CURRICULUM/INSTRUCTION/ASSESSMENT:

- Schedules and facilitates IEP, bridging meetings and addendums in conjunction with general education staff and related service providers.
- Develops and revises compliant IEPs that meet all federal and state guidelines for students by the annual IEP due date.
- Identifies and requests environmental accommodations and adaptive equipment for students.
- Works with school teams to collect data that will inform present levels of academic and functional performance, goals, objectives (if necessary), considerations, accommodations, and service delivery.

- Collaborate with school teams to inform data discussions and decision making at IEP meetings.
- Conducts annual IEP reviews for each student in conjunction with the student's home campus.

BEHAVIORAL:

- Collaborates with related services and school teams to conduct Functional Behavioral Assessments (FBAs) in conjunction with the school psychologist.
- Develops and revises individualized Behavior Intervention Plans (BIP) for each student in conjunction with the IEP team.

COLLABORATION/COMMUNICATION:

- Communicates clearly and accurately with all audiences in both spoken language and written correspondence.
- Communicates and collaborates with general education staff regarding student progress in the general education environment.
- Communicates with each student's home campus regarding student progress.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have the ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have patience and an aptitude for technical troubleshooting.
- Must have knowledge of basic software and pc/mac applications, as well as the ability to learn new information management systems.
- Demonstrates the ability to work effectively under time constraints.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements for Special Education.
- Must attain SEI endorsement as required by Arizona Department of Education.

EDUCATION AND/OR EXPERIENCE:

- Must earn a Bachelor's degree (BA) from a four-year college or university.
- Successful previous experience in writing IEP's for K-12 students.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be physically able to appropriately restrain students if there is the need for protection of staff and students.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate to high.
- 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.
- May have the option to complete work remotely.

COMMENTS:

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.
This is a temporary management guide tool, subject to change.*