



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: HIGH SCHOOL STUDENT ADVISOR (Special Education)

WORK YEAR: 185 Work Days

EDUCATION AND EXPERIENCE:

- Education Specialist credential
- Minimum of three years of successful teaching experience at the elementary and/or secondary level in special education
- Experience in some area(s) of curriculum development.

PRIMARY FUNCTION:

Under the direct supervision of the Principal serve as liaison between the school site and the district Special Education Management team.

AREAS OF RESPONSIBILITY:

- Monitor the Special Education case carrier process for the students enrolled on campus.
- Assign case carriers for students, including case carrier for interim placements.
- Keep master calendar to assist case carriers in meeting time lines and monitor timelines are being met.
- Provide list of students/ case carriers to administration and staff (as appropriate) and keep updated
- Serve as administrator designee at Individualized Education Plan (IEP) meetings
- Assist school counselors case carriers at the beginning of each semester to ensure that all special education students are enrolled in the correct Special Education classes per most recent signed IEP
- Ensure that the new students enrolling at the school site, from out of District, whose registration indicates special education placement and/or services, receives the appropriate Administrative (Interim) Placement
- Assist the district Vocational Education Specialist in fulfilling requirements of Transition Partnership Program (TPP)/Workability
- Assist Case Carrier with communicating with outside agencies, such as Regional Center, Vocational Rehabilitation, Riverside Community College, and DIS providers
- Facilitate registration of students for extended school year
- Assist case carriers with assessment if the case carrier has more than three (3) evaluations to do within one month
- Work cooperatively with the Special Education office to facilitate successful transition of non-public

- school (NPS) students back on to the campus
- Work collaboratively with site administration in establishing a master schedule for special education classes
- Participate in articulation with elementary, middle or high school (as appropriate) to facilitate the successful transition of students from one level to the next
- Assign case carriers for the initial referrals
- Document regular communication with parents
- Work collaboratively with Site Administration in guiding appropriate discipline of special education students and assist the case carrier to ensure that the manifestation determination meetings are schedule and the pre-expulsion process is followed when a special education student is suspended or suspended pending expulsion
- Keep files updated and in order, including but not limited to the on-line IEP program
- Ensure that district office has current pupil count information by responding to notices from district special education department within time allowed
- Assisting counselors/testing coordinators with implementation of accommodations/modifications for all state testing
- Other duties assigned

Ability to:

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance.

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels.

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations