



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 9/21/2023

Coordinator, Eligibility

Pay Scale: B

Level: 18

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education Specialized Instruction, and Special Education Procedural Support

Job Overview

The Eligibility Coordinator works with assigned school staff to ensure accountability and compliance with federal laws, state regulations, and local procedures for the implementation of IDEA related to child study, referral, evaluation, eligibility, and reevaluation processes and for the implementation of Section 504 the identification, evaluation, and placement of students.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Provides ongoing professional learning for administrators and school-based staff to support the implementation of state regulations and local procedures to ensure compliance and accountability
- Coordinates the child find, referral, evaluation, and eligibility processes with school-based staff; chair eligibility meetings to provide leadership and supports staff and parents, builds consensus on educational decisions, and resolves disputes
- Monitors the child study team, referral, evaluation, and reevaluation processes to ensure compliance; perform accountability reviews of the school processes in these areas; Reviews and monitor evaluation reports for accuracy and completion in accordance with state timelines
- Provides consultative support on a regular basis with school administrators, designees, school staff, diagnostic staff, and special education supervisors to discuss concerns, problem solve situations and provides guidance on student/program issues
- Collaborates with CSA and Special Education Supervisors when completing eligibility/re-evaluations for students served in a private school setting
- Maintains and analyzes data for the Special Education Data Collection process; monitors special education disproportionality and provides guidance to school staff; develops forms and procedures for the special education eligibility and Section 504; Chair 504 Manifestation Determination Reviews
- Oversees the implementation of Section 504 identification, evaluation, and placement processes; Coordinates and monitors 504 plans and annual reviews

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree

Experience

Five (5) years of successful experience in progressively responsible positions and/or administrative experience or program supervision

Licenses and Certifications

Pupil Personnel Services License or Postgraduate Professional License with endorsements in one or more areas of Special Education; administrative endorsement and/or special education leadership certificate preferred

Knowledge, Skills and Abilities

- Excellent oral and written communication skills, interpersonal skills, and professional and personal characteristics necessary for working effectively with school personnel and members of the community

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's

assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.