

### Building Administration

Lead ALL Staff in the building --- Need Assistance with Special Ed process see Facilitator / Administrator ---  
--- Collaborate with SS Administration ---

### Special Ed Facilitator

Daily Coaching --- Liaison to/for Student Services Admin --- Support Building Admin with Staff Coverage ---  
Act as LEA when needed --- Facilitate weekly staff meeting with SS Admin Support ---  
May attend Team Leader Department meetings --- Support SS Admin in hiring paraprofessionals ---  
--- Decemimates or collects information when needed --- Contacts Coordinator when needed ---  
Receives Referrals ---

### District Wide Coordinator

Oversees Childfind - Oversees all aspects of PK --- Attends leadership meetings at RHS ---  
Coordinates Specialized Transportation --- Conducts Evaluations --- Lead interviewer for Paras and PK ---  
--- Supports Special Ed facilitator when requested (attending parent meetings, etc) --- ESY Development ---  
--- Supports Special Ed Facilitator with Dept Meetings --- Contacts Asst Director when Needed for support ---

### Assistant Director of Student Services

Alternative Assessment Coordinator --- Attends leadership meetings at IHGMS --- Indicators --- Section 504  
Professional Development (Paras) --- Lead Interviewer for Professional Staff --- Website Development ---  
Attends meetings at the request of the DW Coordinator --- Assists the Director with Budget Management ---  
Court --- Assists the Director with OOD Case Management ---

### Director of Student Services

Budget --- Attends Leadership Meetings at LRES --- ESOL --- Grants --- McKinny Vento  
--- OOD Case Management --- Staffing --- Staff Evaluations -- Staff Performance Concerns --- Title iX ---  
--- Assists the Assistant Director at meetings, when needed --