

## **We are RM Group!**

RM Group is an education management organization (EMO) located in Tucson, Arizona. RM Group, as an EMO, helps oversee five ROSE Academy schools, a group of alternative charter high schools with several locations in the city.

## **Job Summary**

The RM Group is looking for Special Education IEP/MET Writer.

**Salary** - \$41,777 a year.

## **Essential Job Functions**

- Drafting individualized re-evaluations (METs) that establish a student's continued eligibility for special education services.
- Drafting initial evaluations that establish a student's eligibility for special education services.
- Reviewing incoming data from a variety of sources and summarize findings.
- Ensuring that the data received from external sources was provided by the appropriate individuals as outlined by the Qualified Professionals List.
- Drafting individualized IEPs that summarize a student's academic and functional strengths and needs.
- Developing annual goals that correspond to the student's individual academic and functional needs.
- Prescribing specially designed instruction and services needed for the student to make progress toward meeting annual academic and functional goals.
- Capturing the outcomes of interventions implemented to meet the student's annual goals.
- Collaborate with team members to ensure all special education deadlines are maintained within published guidelines.
- Ensures all information is complete and updated using *the most current school year's ESS Monitoring Student Form*.

## **Education Requirements**

- Bachelor's Degree required
- SPED Certification preferred
- IVP Fingerprint Clearance Card

## **Experience Requirements**

- Paraprofessional experience preferred
- Quick learner
- Strong interpersonal skills
- Student Records Management Experience
- Student Records Compliance
- Confident and competent in technology

## **Benefits Package**

- Employer pays monthly towards your single healthcare coverage

- Dental insurance
- Vision Insurance
- \$15,000.00 Life Insurance paid solely by Rose
- AFLAC
- Pet Insurance
- Long-Term Disability

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ROSE is an equal opportunity employer, committed to the strength of a diverse workplace.