

**(T-IV) Position Title: Individualized Process Reviewer (IPR)
School Year 2023-2024**

The IPR is a criteria based school staff who will work in collaboration with the central office team to conduct a review of eligible student applications to criteria-based schools.

Responsibilities:

- Attend required virtual training (during the week of November 27th) in preparation for the Individualized Review (IR) process. Training will not exceed 2 hours.
- Review eligible applications with a central-based team using the IR Matrix. Reviews will be conducted virtually after school hours (M-T).
- Use expertise in special education, 504, and/or English Learner support to contribute in the review of student applications.
- Maintain privacy of student information during and after the review process

Compensation:

- Number not to exceed 30-40 hours of EC rate (per CBA) for application review between Dec. 1st and Jan. 5th, or until the responsibilities of the District are met.
- Number not to exceed 2 hours of PD rate (per CBA) for reviewer training to take place between Nov. 27th and Dec 1st

Position Timeline:

- November 27th-January 5th

Required Knowledge & Skills:

EL	-Knowledge of instruction and compliance requirements for EL programming -Strong understanding of language acquisition and expected growth over time -Experience with criteria-based schools -Working knowledge of the School Selection processes
504	-Knowledge of 504 programming, accommodations and services -Experience with criteria-based schools -Working knowledge of the School Selection processes
Special Education	-Knowledge of special education programming and services, and accommodations per IDEA regulations -Experience with criteria-based schools -Working knowledge of the School Selection processes

Selection Criteria:

- A regularly appointed certified counselor, school nurse, ESL teacher, or special education teacher from a criteria-based school
- Has no unsatisfactory documentation on file
- Has an excellent record of attendance and punctuality during the last three (3) years (defined as no more than 18 occasions of personal illness, excluding one extended period of illness)



- When two employees equally meet the established criteria for a position or task, seniority shall govern the appointment to that position

Application Procedure

Qualified applicants are invited to email a letter of interest and resume demonstrating the required skills, knowledge, and abilities no later than November 10th to:

- IEP Review Staff (special education teachers): lpmontanez@philasd.org
- 504 Review Staff (school counselors and school nurses): measmith@philasd.org
- EL Review Staff (ESL teachers): bbaluyot@philasd.org