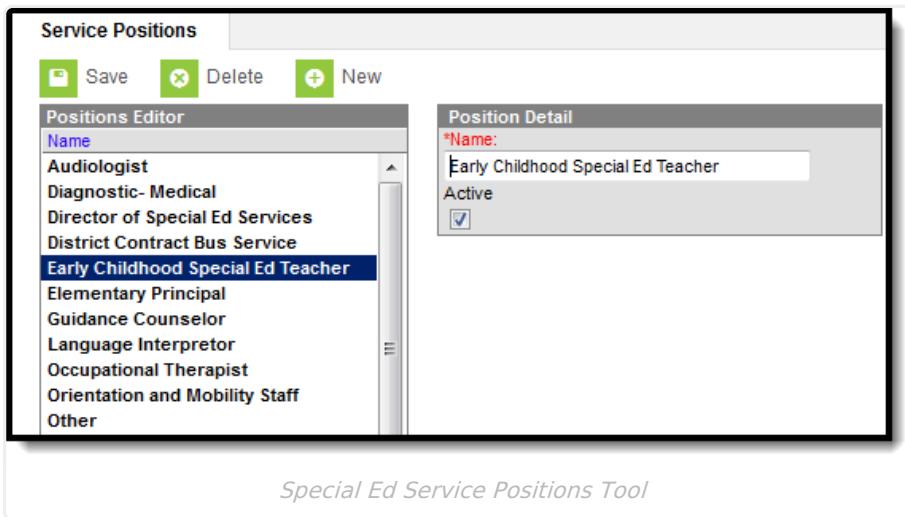


Special Ed Service Positions

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: Service Positions

The Service Positions tool lists the service positions that can be provided to students based on the needs identified in the special education [documents](#). Positions include roles like speech therapist or braille instructor, compared to [Service Providers](#), which are the individuals providing the service.



Special Ed Service Positions Tool

See the [Special Ed Service Position Setup Tool Rights](#) article for information on the tool rights needed for this tool.

Existing service positions can be modified by clicking the Name of the position in the Positions Editor, making modifications and clicking the **Save** button in the action bar.

Create a New Service Position

1. Select the **New** button in the action bar.
2. Enter a unique **Name** for the service. The Name is limited to 50 characters.
3. Mark the **Active** checkbox to indicate if this service position should appear to be selected in special education documents.
4. Click the **Save** button to save the service.

Service Positions are selected on Service Editors on student's plan document (Related Service Editor, Supplemental Service Editors, etc.).

This image shows an example of how service positions are used in special education documents. Documents vary by state.

Summary Team Members Documents Contact Log

Save Save & Continue Delete Print New Service Provided

Plan Outline sdIEP13

IEP Information

Enrollment Status

Enrollment Status

Enrollment Status

Student Demographics

Parent/Guardian Information

Team Meeting

Present Levels of Performance

Transition Postsecondary Goals

Transition Course of Study

Transition Services/Activities

Goals and Objectives

Accommodations

Special Factors

Assessment

Services

Least Restrictive Environment

Extended School Year

Services

Service Provided	Time	Start Date	End Date
Assistive Technology	30.0/0.0	04/16/2014	04/16/2015

Services Editor

***Service**: Assistive Technology

Service Provider: Teacherson, Katie

Service Position: Diagnostic- Medical (highlighted with a red box)

Location: (dropdown menu)

***Start Date**: 04/16/2014 ***End Date**: 04/16/2015

ESY Service

Minutes per session: *direct 30, *indirect 0

Session frequency: *# sessions per week, *Service Frequency (dropdown menu)

Comments: (text area)

Example of Service Position Dropdown