

***Elkhart Community Schools***  
**Position Description**

<b>Position Title:</b>	<b>Certified Special Education Classroom Employee</b>	
<b>Qualifications:</b>	Must have appropriate Indiana Certification and meet NCA accreditation requirements	
<b>Department:</b>	Building	
<b>Reports To:</b>	Building Principal	
<b>Prepared By:</b>	Pamela Cozort	<b>Date:</b> May 31, 2007
<b>Approved By:</b>	Doug Thorne	<b>Date:</b> May 31, 2007

**PERFORMANCE RESPONSIBILITIES:**

**I. Instructional Learning Environment:**

- A. Holds and articulates high expectations for student learning, achievement and behavior.
  - Communicates to staff the impact of various disabilities on student academic, behavioral, and/or social development and how that affects individual expectations.
  - Utilizes knowledge of the impact of various disabilities on student academic, behavioral and/or social development in planning instruction.
- B. Implements district and building level initiatives.
- C. Implements standards based instruction.
- D. Makes data driven instructional decisions.
  - Demonstrates an understanding of the concepts of free, appropriate, public education (FAPE) and least restrictive environment (LRE)
- E. Provides instruction that demonstrates use of research based most effective teaching strategies.
  - Selects and utilizes appropriate assistive technologies to address the strengths and needs of learners.
- F. Delivers instruction that matches learning needs of all students.
- G. Communicates instruction clearly and effectively.
- H. Provides accurate, specific, and timely feedback to students.
- I. Engages students in the process of data driven decision making
  - Includes students, when appropriate, and always after age 14, in the case conference process, including the development of the Individual Education Plan.
- J. Provides effective classroom management that includes teaching routines and procedures to maintain a safe and orderly learning environment.
- K. Creates active learning environments and collaboratively designs settings that foster an enriching, nurturing, and safe climate where diversity and academic risk taking are valued.
  - Collaborates with classroom teachers in modifying the learning environment to manage behaviors and implement behavior intervention plans.

**II. Instructional Planning and Organization:**

- A. Demonstrates knowledge of course content and process..
  - Facilitates and assists in adapting course content and activities to build upon the students' intellectual, physical, sensory, communication and emotional abilities.
- B. Designs standards based instruction as evidenced by daily planning.
- C. Balances pacing to provide for proficiency at standard while meeting individual student needs.
- D. Adapts teaching materials, lessons, and instructional strategies to meet the needs of groups and individuals.
  - Identifies supports needed for inclusion in various settings and provides modifications to facilitate learning.
  - Provides accommodations to facilitate learning at levels, appropriate to the intensity of need.
- E. Integrates technology as an instructional and learning tool.
  - Selects and monitors the implementation and success of appropriate assistive technology.
- F. Plans for appropriate direction of paraprofessionals and volunteers.
  - Selects, plans, monitors, and coordinates activities of paraprofessional and all other support personnel involved in the implementation of students' IEP's.
- G. Effectively utilizes community resources to enhance student learning.
- H. Provides substitutes with lesson plans, seating charts, time schedules, required materials, and specific instructions such as individual behavior intervention plans, individual learning strategies, medical and physical information when appropriate.
- I. Designs and utilizes formative and summative assessments.
  - Utilizes data from Functional Behavior Assessments (FBA's) to develop Behavior Intervention Plans (BIP's)

- J. Displays data publicly in a timely manner (e.g. formative and summative assessment data, cause and effect data, student performance data, attendance data, etc.)
- K. Participates actively in collaborative planning.
- L. Adheres to a daily schedule and when necessary communicates any changes to affected educators.

### III. Professional Responsibilities:

- A. Complies with all rules and regulations in accordance to Board policy and with all reasonable written and/or oral directions issued by administrators.
- B. Adheres to the Elkhart Community Schools policy for maintaining confidentiality of student records.
- C. Assists in the implementation of district security initiatives to maintain a safe and secure environment.
  - Demonstrates transfer, lifting and positioning techniques.
- D. Administers all assessments, ethically, properly, and accurately.
- E. Provides or assures implementation of legal and appropriate accommodations for all students with defined learning plans such as IEP's, ILP's, 504's etc.
  - Plans for transitions from one level / building to the next.
- F. Completes student records as required by district policy.
  - Maintains a file or record of communications, progress, and data related to special education students, student needs, and related special education paperwork.
- G. Meets deadlines for submitting reports and records.
- H. Exhibits a pattern of regular and timely attendance.
- I. Attends and constructively contributes to staff meetings, school and district committees.
- J. Develops and maintains effective collaborative professional relationships.
- K. Reviews student classroom and achievement data with all appropriate personnel who provide instructional and functional support.
  - Advocates for the rights afforded to individual students under the provision of IDEA 2004 and Article 7.
- L. Encourages respect for rights, opinions, property and contributions of others.
- M. Participates in professional growth activities pursuant to district expectations.
- N. Demonstrates yearly professional growth that enhances knowledge and skills relevant to teaching assignment.
- O. Responds to and initiates consultations with parents and staff in a timely manner and at appropriate times and places.
- P. Prepares for and participates in parent-teacher conferences and IEP conferences.
  - Includes and encourages parent participation in the Case Conference process and in the creation of IEP's and Behavior Intervention Plans.
- Q. Carries out all assigned supervision duties.
- R. Accepts a share of responsibility for school sponsored and / or extracurricular activities.
- S. Maintains a personal appearance in keeping with the nature of the assignment of the staff member.
- T. Reports unsafe conditions as well as deficiencies, malfunctions, or breakage of equipment to the building administrator or designated person.
- U. Exercises prudence in protecting students, equipment, materials, and facilities from injury or abuse.

(Essential functions will be listed based on specific job responsibility.)