**MANCOS SCHOOL DISTRICT RE-6**

**JOB DESCRIPTION**

**Exceptional Student Services Teacher Certified Staff**

QUALIFICATIONS:

Valid Colorado Teaching Certificate or equivalent with a Special Education endorsement.

RESPONSIBLE TO:

Teachers are directly responsible to the school Principal in all of his/her duties and responsibilities.

RESPONSIBILITIES:

Develop standards aligned Individual Education Plans (IEPs) along with accommodations or curriculum modifications and ensure fidelity of their implementation. Collaborate with the general education staff, San Juan BOCES service providers, students, and parents to plan and deliver specialized instruction and assessment aligned with IEPs. Supervise assigned students and maintain a positive learning and least restrictive environment. Responsible for progress monitoring of student growth and attainment of goals. Work with general education and support staff to provide direct and indirect support and adapt instruction to meet the individual learning needs of all students resulting in an increased probability of advancing their achievement. Maintain positive interpersonal relationships with students, parents, staff, and community members.

JOB GOAL:

Every child will be respected, provided a safe environment, and exposed to the best education deliverable.

DUTIES:

1. Understand and follow the guidelines from San Juan BOCES and the Office of Special Education located on the CDE website.
2. Coordinate Annual Review and team meetings for all IEPs and assist with Triennial Reevaluations.
3. Draft IEPs with team collaboration including; goals, accommodations, and service delivery times within the Least Restrictive Environment (LRE).
4. Administer assessments with accommodations.
5. Monitor each ESS student’s work/progress throughout their educational career.
6. Send home progress reports to parents informing them of their student’s progress.
7. Participate in annual ESS training.
8. Collaborate with all teachers to help them implement ESS strategies in their classrooms.
9. Plan interventions for specific students in need of support.
10. Utilize assessment tools and data to assist general education teachers with classroom interventions.
11. Meet the growth plans set up by building principal.
12. Follow the guidelines in the handbook.
13. Be punctual to work and all meetings.
14. Maintain confidentiality of student information and records in compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA.)
15. Attend all staff meetings.
16. Work cooperatively as a team to promote staff unity.
17. Maintain consistent communication with parents.
18. Inform parents of discipline and academic problems of their student in a timely fashion.
19. Inform the office of any unusual happenings in and out of the classroom.
20. Follow district policies and guidelines (a copy is available in the principal's office upon request).
21. Turn in all forms and requests to the office on time.
22. Maintain proper care for equipment.
23. Perform other assigned tasks as determined by the administration and the staff.

EVALUATION:

Will be evaluated by the building Principals in accordance with district policy.

SALARY:

Dictated by location on the Certified Salary Schedule.