

## JOB DESCRIPTION—PROGRAM SUPPORT TEACHER

The role of the Program Support Teacher shall be to provide for implementation of direct services to students with disabilities as contrasted to administrative decision-making or supervision of teaching personnel. The purpose of this position is to assist the special education administrative and instructional staff in developing and evaluating programs and services in special education program. The Program Support Teacher shall also provide consulting services to the regular education teachers for students with disabilities in regular education classrooms. The Program Support Teacher will be evaluated by the Director of Pupil Services.

**Qualifications:** LD, ED, CD, or cross categorical special education teacher certification, knowledge of assistive technology software and hardware, interest in job coaching and transition programming, and strong organizational skills.

**General Responsibilities:** The primary responsibility shall focus on services to students with disabilities and to special education and regular education teachers in the area of diagnosis and intervention procedures, classroom management, curriculum development, instructional methods, educational diagnosis, and instructional materials and equipment.

**Specific Responsibilities:**

- Assist with the Integration of Assistive Technology (AT) with staff and students including completion of AT Evaluations and follow up support. Determine what is working, why it is working or why it is not being successfully implemented in the classroom.
- Assist with coordinating transition opportunities for students ages 14 through 21 and serve as a job coach to ensure student employment in the community.
- Participate in parent conferences and trainings.
- Participate in screenings for students with disabilities, conducting educational evaluations when needed.
- Provide in-service training for regular and special education personnel, other district personnel, parents, and community members.
- Serve as a liaison with other agencies involved in programming for individual students with disabilities.
- Chair and/or participate as LEA Representative at IEP Meetings as scheduled.
- Chair and/or participate on Building Consultation Team meetings as scheduled.
- Assist in scheduling IEP Team meetings at all building levels, supporting special education teachers and therapists in carrying out the tasks required to schedule meetings according to statutory regulations. Confirm that all IEP meetings are scheduled within necessary timelines and ensure proper mailing and filing of such notifications occurs.
- Manage confidential records for students in the special education program.
- Input student data into the Special Education Electronic Data System (SEEDS) and manage such data within the system for all students with special needs.
- Collect data on children with disabilities to be used by the LEA, the DPI and/or other agencies (i.e. Parent and adult student data, IEP meeting data, B-3 referral information).
- Assist with coordinating Staff Pool Lists, completion of Medicaid Reports and implementation of Attendant Care Services.
- Assist with Purchase Orders and ordering for special education department.
- Complete WSLs and ISES management for Special Education Students only.
- Other duties as assigned by the Director of Pupil Services.

Approved: August 2, 2010