

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Certified Personnel: Selection

Section Title: Statement of Guiding Principles - Job Descriptions

Sub-Section No. 400b

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TITLE: SPECIAL EDUCATION TEACHER
QUALIFICATIONS: Idaho Teaching Certificate
REPORTS TO: Building Principal and Director of Special Education
SUPERVISES: Paraprofessionals
JOB GOAL: To assess and identify handicapped students and to provide individualized instruction in order to meet the specific needs of the students.

JOB RELATED FUNCTIONS:

Directed activities shall include but not be limited to the following:

1. Administer, score and interpret individualized tests and other comprehensive assessments.
2. Participate in building multi-disciplinary team (MDT) meetings and/or staffings to identify students needing further assessment and to determine eligibility for special services.
3. Observe student performance in the regular classroom environment.
4. Schedule and coordinate Individualized Education Program (IEP) team meetings.
5. Develop and implement IEPs within required state and federal timelines using district forms and processes.
6. Collaborate with other team members involved with individual students.
7. Write goals and specific objectives for each student based on individual needs.
8. Provide appropriate instructional methods and materials.
9. Evaluate student progress and performance based on IEP goals and objectives through assessment and data collection.
10. Report student progress to parents and professional staff on a regular basis.
11. Assist the general education teacher by planning alternative educational strategies, techniques and activities to meet the student's individual needs in the classroom.
12. Maintain accurate and complete records for each student.
13. Establish and maintain standards of student behavior in a fair and just manner to achieve a positive and functional classroom atmosphere.
14. Implement positive behavioral support systems when appropriate.
15. Provide appropriate paraprofessional training based on student and program needs.
16. Possess knowledge of local, state and federal regulations regarding students with disabilities and the Individuals with Disabilities Education Act (IDEA).
17. Follow due process requirements as outlined by local, state and federal guidelines.
18. Strive to improve professional competence.
19. Participate in faculty meetings.
20. Assist in supervising out-of-classroom activities.
21. Complete the Technology Competency Requirement.
22. Support and work toward the achievement of district goals, school improvement goals and special education department goals.
23. Be familiar with and adhere to Post Falls School District policies.
24. Perform other duties that may be assigned by the supervisor.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Trustees.

EVALUATION:

Performance of this job will be evaluated annually by the immediate supervisor.

Amended: 4/14/97, 5/14/01

Reviewed 2011

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TITLE: LIFESKILLS SPECIAL EDUCATION TEACHER
QUALIFICATIONS: Idaho Teaching Certificate
REPORTS TO: Building Principal and Director of Special Education
SUPERVISES: Paraprofessionals
JOB GOAL: To assess and identify handicapped students and to provide individualized instruction in order to meet the specific needs of the students.

JOB RELATED FUNCTIONS:

Directed activities shall include but not be limited to the following:

- 1 Administer, score and interpret individualized tests and other comprehensive assessments.
- 2 Participate in building multi-disciplinary team (MDT) meetings and/or staffings to identify students needing further assessment and to determine eligibility for special services.
- 3 Coordinate inclusion opportunities in the general education environment as appropriate.
- 4 Schedule and coordinate Individualized Education Program (IEP) team meetings.
- 5 Develop and implement IEPs within required state and federal timelines using district forms and processes.
- 6 Collaborate with other team members involved with individual students.
- 7 Write goals and specific objectives for each student based on individual needs.
- 8 Provide appropriate instructional methods and materials.
- 9 Evaluate student progress and performance based on IEP goals and objectives through assessment and data collection.
- 10 Report student progress to parents and professional staff on a regular basis.
- 11 Maintain accurate and complete records for each student.
- 12 Implement positive behavioral support systems when appropriate.
- 13 Provide appropriate paraprofessional training based on student and program needs.
- 14 Coordinate paraprofessional staff meetings as needed.
- 15 Possess knowledge of local, state and federal regulations regarding students with disabilities and the Individuals with Disabilities Education Act (IDEA).
- 16 Follow due process requirements as outlined by local, state and federal guidelines.
- 17 Strive to improve professional competence.
- 18 Participate in faculty meetings.
- 19 Assist in supervising out-of-classroom activities.
- 20 Complete the Technology Competency Requirement.
- 21 Support and work toward the achievement of district goals, school improvement goals and special education department goals.
- 22 Be familiar with and adhere to Post Falls School District policies.
- 23 Perform other duties that may be assigned by the supervisor.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Trustees.

EVALUATION:

Performance of this job will be evaluated annually by the immediate supervisor.

Amended: 5/14/01

Reviewed 2011

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TITLE: SCHOOL PSYCHOLOGIST

QUALIFICATIONS: Idaho Certification

REPORTS TO: Director of Special Education

SUPERVISES:

JOB GOAL: To provide services which assist students in reaching their academic and social potential in the school system.

JOB RELATED FUNCTIONS:

Directed activities shall include but not be limited to the following:

1. Administer, score and interpret individual intelligence tests and other measures needed to complete comprehensive evaluations of students being considered by the Child Study Team for possible placement in special education programs.
2. Observe student behavior and performance in the regular classroom environment.
3. Participate in a staffing process by submitting assessment data concerning student performance and/or needs.
4. Serve on Child Study Teams and participate in placement decisions.
5. Provide support to regular classroom teachers by observing students and setting up appropriate classroom behavior modification programs.
6. Consult with special education teachers to assist in meeting the social and emotional needs of individual students.
7. Counsel elementary and secondary students when the problems are not long-term in nature.
8. Provide support to counselors and building principals in crisis situations.
9. Assist parents with child-rearing problems.
10. Communicate with social service agencies regarding students in our district.
11. Assist parents in accessing community services.
12. Serve on the district-wide testing committee.
13. Support and work toward the achievement of the district goals and the school improvement goals.
14. Be familiar with and adhere to Post Falls School District policies.
15. Perform other duties that may be assigned by the supervisor.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Trustees.

EVALUATION:

Performance of this job will be evaluated annually by the immediate supervisor.

Amended: 4/14/97

Reviewed 2011

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TITLE: SPEECH-LANGUAGE PATHOLOGIST

QUALIFICATIONS: Idaho Certificate

REPORTS TO: Building Principal and Director of Special Education

SUPERVISES: SLP Paraprofessionals

JOB GOAL: To assess and identify speech and language impaired students and to provide individualized instruction in order to meet the specific communication needs of the students.

JOB RELATED FUNCTIONS:

Directed activities shall include but not be limited to the following:

1. Coordinate and screen specified grade levels for speech, language and hearing deficits.
2. Evaluate students who fail the screenings or who are referred by teachers and parents.
3. Make referrals to physicians or other specialists as appropriate.
4. Administer, score and interpret tests for diagnostic purposes.
5. Participate in building team meetings and/or staff meetings to identify students needing further assessment and to determine eligibility for special services.
6. Coordinate Child Study Team meetings.
7. Write goals and specific objectives for each student based on individual needs.
8. Provide appropriate instructional methods and materials.
9. Evaluate student performance based on educational objectives.
10. Assist the regular classroom teacher by planning alternative educational strategies, techniques and activities to meet the student's individual needs in the classroom.
11. Report student progress to parents and professional staff on a regular basis.
12. Maintain accurate and complete records.
13. Possess knowledge of local, state and federal regulations regarding students with disabilities.
14. Follow due process requirements as outlined by local, state and federal guidelines.
15. Support and work toward the achievement of the district goals and the school improvement goals.
16. Be familiar with and adhere to Post Falls School District policies.
17. Perform other duties that may be assigned by the supervisor.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Trustees.

EVALUATION:

Performance of this job will be evaluated annually by the immediate supervisor.

Amended: 4/14/97

Reviewed: 2011; 5/5/17

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TITLE: PHYSICAL/OCCUPATIONAL THERAPIST
QUALIFICATIONS: Idaho Certification
REPORTS TO: Director of Special Education
SUPERVISES: Therapy Aides
JOB GOAL: To assess and identify students with motor deficits and to create individual programs to enhance the motor abilities of students with disabilities; to work as a team with other staff members and parents.

JOB RELATED FUNCTIONS:

Directed activities shall include but not be limited to the following:

1. Administer, score and interpret individualized motor assessments.
2. Participate in building multi-disciplinary team (MDT) meetings as necessary.
3. Observe student performance in various environments as appropriate.
4. Develop and implement IEP goals and objectives within required state and federal timelines using district forms and processes.
5. Collaborate with other educational and professional staff members involved with individual students.
6. Plan and implement therapy programs that meet the individual needs of students with disabilities.
7. Write goals and objectives for each student based on individual needs.
8. Evaluate student progress to parents and professional staff on a regular basis.
9. Report student progress to parents and professional staff on a regular basis.
10. Maintain accurate records for each student.
11. Provide appropriate training of therapy aides based on student and program needs.
12. Possess knowledge of local, state and federal regulations regarding students with disabilities and the Individuals with Disabilities Act (IDEA).
13. Follow due process requirements as outlined by local, state and federal guidelines.
14. Strive to improve professional competence.
15. Participate in appropriate staff meetings.
16. Support and work toward the achievement of district goals and special education department goals.
17. Be familiar with and adhere to Post Fall School District policies.
18. Perform other duties that may be assigned by the supervisor.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Trustees.

EVALUATION:

Performance of this job will be evaluated annually by the immediate supervisor.

Amended: 5/14/01

Reviewed 2011