



Job Description: ESS Co-Teacher

"Discipling young people to make a difference in their world"

Job Classification:	Staff
Provisional Period:	Yearly contract based on annual evaluation
Department:	Exceptional Student Services
Assignment Category:	Part-/Full-time

Job Description Summary:

The DCS Exceptional Student Services Co-Teacher is responsible for assisting in the Exceptional Student Services and for the implementation of Exceptional Student Services for enrolled students at the assigned campus.

Ministry Description Summary:

He/she has a calling in his/her heart to serve God; who is assured of his/her personal worth and professional competence, both being in balance with the Scriptures; who leads a consecrated life before the Lord, co-workers, and students, and is a committed follower of Jesus Christ. He/she shows a high degree of professionalism and responsibility in the fulfillment of his/her duties as a member of DCS.

Specific Job Duties:

- Incorporate skills in biblical integration throughout instruction and be a good model for students and colleagues.
- Be familiar with and follow school handbooks
- Follow the Matthew 18 principle in dealing with conflict with children, parents, staff, and administration
- Know the procedures for the School Emergency Response Plan and student safety
- Perform duties that are assigned by the Exceptional Student Services Lead or Director
- Inform the ESS Lead or Director promptly if unable to fulfill any duty assigned
- Regularly attend and participate in school staff devotions, meetings, and applicable in-service sessions as agreed upon by the ESS Director
- Work as a team with other staff, maintaining a supportive and encouraging relationship with other teachers, and assisting in the development/implementation of programs/processes to enhance the school's overall program
- Effectively represent the school, its program, policies, and philosophy to the community
- Cooperate with administration in implementing all school policies, procedures, and directives governing the operation of the school
- Maintain positive classroom management in the Exceptional Student Services to promote a good learning environment
- Help maintain a clean, attractive, well-ordered classroom including personal desk
- Modify/accommodate classroom activities, assignments, and/or materials in collaboration with the supervising teacher to support and reinforce classroom objectives while meeting the requirements of Accommodation/Exceptional Student Plans and an inclusive environment
- Administer and support students with tests, homework, make-up work, etc.
- Work closely with the Exceptional Student Services Lead to carry out research-based strategies to de-escalate and reinforce wanted behavior

- Attend Accommodation/Exceptional Student Plan meetings when appropriate
- Assist in creating Accommodation/Exceptional Student Plans
- Teach modified classes to a small group of Exceptional Students when needed
- Provide support in the area of executive functioning skills

Performance Standards/Skills required:

- Self-directed
- Maintains confidentiality
- Presents a calm manner
- Capable of multitasking
- Able to flex with interruptions and last-minute changes
- Displays good communication skills
- Possesses basic organizational skills/efficient
- Has a teachable spirit
- Can lead a student group effectively

Job Factors:

- **Minimum Education level required:** Bachelor's degree
- **Minimum experience level required:** At the discretion of the ESS Director
- **Reports to:** Exceptional Student Services Director
- **Supervision exercised:** Students

Specialized Duties:

- Understand the value of providing instructional services to exceptional students
- Practice ethical and professional standards of conduct, including the requirements of confidentiality
- Possess knowledge of the elements of effective instruction and the ability to apply that knowledge to co-teach in a variety of settings
- Use technology including Google Classroom to assist students