



Job Description: Speedway Exceptional Student Services Lead Teacher

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

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

Job Description Summary:

The DC Speedway Exceptional Student Services Lead Teacher oversees Exceptional Student Services on the Speedway campus, including students enrolled and in the referral process for ESS. Under the supervision of the principal, the ESS Lead Teacher supports co-teachers, paraprofessionals, and one-on-one aides.

Ministry Description Summary:

He/she has a calling in his/her heart to serve God as a faculty member; 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 faculty member of DCS.

Specific Duties concerning ESS Site and Paraprofessionals:

- Supervise the ESS department on the Speedway campus
- Refer all counseling situations and opportunities to the School Counselor
- Participate in ESS employee interviews with the principal
- Collaborate annually with the principal to review Exceptional Student Services policies
- Support co-teachers and paraprofessionals with accommodations and modifications, according to student plans
- Assign ESP/Accommodation plans to co-teachers
- Create schedules for co-teachers ensuring students receive support in English and Math
- Other duties as assigned by the principal

Specific Duties concerning Students and Parents:

- Oversee the referral process for Exceptional Student and/or accommodation plans, including observations, testing, and written documentation
- Push in, pull out, or teach essential classes
- Work with students who have special needs in both a group and an individual setting to complete classroom projects and assignments, as needed
- Write and coordinate annual Exceptional Students Plans (ESP) and/or accommodation plans in collaboration with families and teachers for ESS students as assigned by the ESS Director
- Implement ESPs, and accommodation plans for each qualifying student and monitor his or her individual progress, including data collection
- Carry out Progress Monitoring for Tier 3/4 students according to their plan

- Communicate with parents of Exceptional Students to discuss the progress or any concerns regarding the student, as needed
- Write and send quarterly reports for Tier 3/4 students
- Other duties as assigned by the principal

Specific Duties concerning Teachers:

- Assist general education teacher with implementing modifications to ensure ESPs are followed
- Collaborate with teachers to appropriately carry out accommodations and Accommodation plans
- Communicate with teachers to collect information about student's progress
- Assist with creating an individualized teacher packet that includes each student's Exceptional Student and Accommodation plan
- Assist in reviewing the individualized packets with the teachers at the beginning of the school year
- Other duties as assigned by the principal

Performance Standards/Skills:

- Protect student confidentiality according to policy
- Able to communicate clearly
- Exhibit strong leadership skills
- Able to implement best practices in special education
- Integrate biblical principles in interpersonal relationship
- Interpret and apply standardized testing results for Exceptional Students
- Apply strong organizational skills
- Demonstrate computer literacy in Google Suite
- Take initiative to begin and complete tasks
- Proficient in basic computer skills for Word, Excel, Publisher, FACTS (formerly RenWeb)
- Able to utilize keyboard-driven equipment such as computers, calculators, etc.
- Able to operate office equipment such as fax machine, intercom, copy machines, etc.
- Able to operate multiplex phone system 1
- Requires manual dexterity – able to open/close safety doors, operate light switches, door locks & file cabinet drawers
- Writes clearly with all conventional writing tools
- Vision and hearing in normal range (with or without correction)
- Able to access all school areas without difficulty
- Able to lift objects weighing up to 20 pounds (boxes of paper, school equipment)
- Completes individual assignments in a timely manner

Job Factors:

- **Minimum education level required:** B.A. (Special Ed, *preferred*)
- **Minimum experience level required:** Principal's discretion
- **Reports to:** Principal
- **Supervision exercised:** Exceptional Student Services employees, ESS Students
- **External contacts:** Educational community resources for special education, parents