

EAST BATON ROUGE PARISH SCHOOL SYSTEM (EBRPSS) JOB DESCRIPTION

POSITION TITLE: Instructional Support Specialist –Exceptional Student Services

REPORTS TO: Director of Exceptional Student Services

SALARY RANGE: See most recently approved online or hard copy EBRPSS Salary Schedule for Teacher Salary

PREPARED BY: Executive Director of Personnel Services

APPROVED DATE: June 2012

SUMMARY

Provides assistance to teachers, principals, students, parents, ESS/special education staff, other district personnel, and the community of all aspects of ESS/special education services to children. Confer directly with designated principals and ESS/special education liaison(s) at assigned school sites or home settings to promote student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides consultation and direct service to teachers, principals, other school personnel, and families on effective specially designed instruction and assessment of student progress.
- Provides and/or assist in staff development for school personnel on topics relevant to ESS/special education including effective instruction, performance monitoring, assessment of student progress, development and monitoring of IEPs.
- Researches, share, and model effective teaching strategies to general education and ESS/special education teachers for students with disabilities, including problem-solving and higher-order thinking skills and student engagement to align with instructional outcomes.
- Observes and critique teaching methods, assist teachers in implementing research-based teaching strategies and retrain when necessary.
- Analyzes and use test data to recommend research-based instructional strategies.
- Exhibits professional ethics and to consistently demonstrate self-direction.
- Assists with developing case-load assignments, course schedules and site-based placements.
- Coordinates, plan, implement and provide in-service training for administrators, teachers, staff, parents and others regarding Least Restrictive Environment (LRE), Common Core, and Response to Intervention.
- Provides technical assistance to principals and school personnel to assist in the appropriate integration of students with disabilities with non-disabled students in the general curriculum.
- Monitors the status of students being integrated on regular school sites for compliance.
- Assist s school personnel in reviewing the data along with selecting and validating the need for Keeps abreast of current policies and procedures for integrating students with disabilities.
- Consults with IEP team members, develop IEPs, and attend IEP meetings to facilitate LRE placements.
- Monitors the completion, implementation and compliance of IEPs by ESS/special education and general education teachers.
- Monitors, evaluate, and assist classroom teachers with effective practices to ensure well-managed classrooms to reinforce and maintain maximization of instructional time and efficient routines.
- Collaborates with principals, teachers, parents, ESS/special education staff, and students in evaluating, assessing needs, planning, developing, and reviewing programs for students with disabilities.
- Participates with the Director in planning and projecting class locations, specialized equipment needs, and student assignments for students with disabilities.
- Collaborates with other agencies to provide a seamless transition from Part C to Part B services through-out the year.

- Participates with the Director in the development of service options to provide least restrictive environment (LRE).
- Assists teachers, principals, other school personnel, parents, and students in the design and implementation of behavior management plans, individual education programs, and individual transition plans.
- Assists ESS/special education teachers in setting instructional outcomes for students with disabilities by effectively analyzing and using data (i.e., test, observational).
- Plans and engage in activities that enhance their own professional growth.
- Performs other duties and responsibilities as assigned by the Director of Exceptional Student Services.

ESSENTIAL FUNCTIONS AND QUALIFICATIONS

The essential functions for the position of the Exceptional Student Services Instructional Support Specialist include the physical and mental involvement requirements noted in this position description in addition to regular reliable attendance given the limited number of employees available to perform the essential functions of this position. It is also essential that the Exceptional Student Services Instructional Support Specialist able to follow the directives of superiors in insuring the harmonious operation of the department.

EDUCATION and EXPERIENCE

A Master's Degree from an accredited university or college with Louisiana certification (according to Bulletin 746) preferred and at least one area of special education. Minimum of five (5) years experience in teaching in special education. Documented experience in working outside a classroom setting for a minimum of two years. Working knowledge of preferred practices in specially designed instruction, relevant federal and state law regulations and system policies and procedures for special education. Experience in determining the appropriateness of specific interventions and their measurement, informal assessment strategies, evidenced based instructional techniques, and assessment technology.

LANGUAGE SKILLS

Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to communicate effectively in verbal and written forms. Ability to effectively present information to top management, public groups, and the school board.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, reach, bend and sometimes lift up to 20 pounds. Mobility skills are necessary to access a variety of work locations.

MENTAL INVOLVEMENT

The Instructional Support Specialist must possess sufficient interpersonal skills to function compatibly with others. The Instructional Support Specialist must respond positively to supervision and to accept suggestions for improvement.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PROFESSIONAL CONDUCT

Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to EBRPSS policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Classification under Fair Labor Standards Act(s) (FLSA)

The EBRPSS in compliance with FLSA considers this position EXEMPT from any and all overtime payments.

Funding Source

IDEA – Part B

Terms of Employment 10 Months

The signature and date indicate the evaluatee has received access to an electronic or hard copy version of the job description, the Louisiana Components of Effective Teaching, and the EBRPSS standard/process for evaluation for the position.

Printed Name of Evaluator: _____
Legal Name

Employee I.D. #: _____
Six Digit #

Signature of Evaluator: _____
Legal Name

Date Signed: _____
M/D/Y