

Teacher of Record

Job Description

Reports to: Principal, Director of Exceptional Needs

Location: Frank Hammond Elementary
Early Childhood

Evaluated by: Principal, Director of Exceptional Needs

Evaluation period: Annual

Purpose of Position:

The primary function of a teacher of record is to provide an engaging, quality educational experience for the students. The Teacher of Record must be able to perform the attached essential job functions and satisfactorily demonstrate the competencies for certified staff. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Responsibilities and Duties:

- Provides direct or indirect services to assigned students according to the IEP or ISP
- Participates in the case conference committee meeting as the student's special education teacher
- Formulates assessments that are meaningful and monitors student progress
- Creates IEPs including measurable goals, benchmarks and objectives to meet the student's needs
- Regularly monitors the implementation of the student's IEP or Service Plan and provides progress reports to the student's parent(s)
- Ensures the confidentiality and accessibility of student's IEP or Service Plan to each of the student's teachers, related service providers and other service providers who are responsible for implementation of the IEP or Service Plan.
- Informs each teacher and service provider of his or her specific responsibilities related to implementing the student's IEP or Service Plan and ensures services and related services are provided.
- Ensures that supplementary aids and services, program modifications and supports for school personnel are provided in accordance with each student's IEP or Service Plan.
- Serves as a consultant and resource person to all other personnel providing services to the student.
- Ensures any accommodations on statewide or district assessments are implemented according to the student's IEP.
- Coordinates and collaborates with diagnostic staff, teachers of service(s) and related service staff to complete initial evaluations and reevaluation of students within the required time line.
- Ensures that the CCC members are informed of any modifications made to the student's IEP without a conference and provide copies of the revisions.
- Directs and evaluates instructional paraprofessionals for the purpose of providing an effective school program for assessing the needs of individual students.
- Completes all education reports and paperwork accurately according to regulations and procedures within the required time line.
- Serves as a resource for school based interventions for students.
- Collects reports and makes data-driven decisions for student goals and progress monitoring.

- Coordinates development and implementation of the Functional Behavioral Assessment (FBA) and Behavior Improvement Plan (BIP) as needed.
- Manages student behavior in the classroom and on school grounds and apply appropriate and effective measures in cases of misbehavior
- Develops lesson plans to meet each specific child's needs and assures the needed materials and/or equipment are available for implementation.
- Utilizes a variety of techniques, aids, materials and/or other community resources.
- Observes and records student behaviors in a variety of settings to assist with the educational programming.
- Facilitates communications with parents, guardians or educational surrogate parents in a timely manner.
- Communicates with building principal about students, special education issues and trends.
- Follows IDEA, Article 7 rules and regulations as well as School Town of Munster Policies and Procedures.
- Abides by all building rules, regulations and procedures as developed by the building principal.
- Attends all staff development sessions at the building and district-level.
- Assumes responsibility for personal professional development
- Remains informed of educational pedagogy for the classroom and the content area that is being taught
- Serves as the Teacher of Service when assigned
- Performs other duties as assigned.

Teacher of Service: The Teacher of Record (TOR) may be the Teacher of Service (TOS) for a special education student. The TOR must be appropriately licensed to work with the student or where appropriate state license is not available, appropriately trained. The TOS is a special education teacher assigned to provide all or part of the identified special education services for a student with a disability. The TOS is not required to have a license in the student's area of disability. The TOS must collaborate with the TOR to develop the IEP or Service Plan, assure all direct or indirect special education services identified in the IEP or Service Plan are provided, documented and reported to the parent. The TOR responsibilities are referenced in Article 7 definitions.

Education and/or Experience:

- Bachelor's degree and an active Indiana teaching license in all appropriate area(s) of special education in the State of Indiana
- Successful student teaching experience in the areas of exceptionality
- Possess a basic knowledge of special education laws and regulations and can follow developed procedures

Terms of Employment:

185 days. Salary and benefits determined by the Munster Teachers Association Collective Bargaining Agreement.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation