

SOUTH SIOUX CITY COMMUNITY SCHOOLS

SPECIAL EDUCATION TEACHER ADDENDUM

Reports to: Principal and Student Services Director

ADDITIONAL PERFORMANCE RESPONSIBILITIES

- Maintain all pertinent NDE electronic documents including:
 - Maintaining current team member access
 - Maintaining current student and parent information
 - Finalizing all documents
 - Opening progress reports in timely fashion for related service providers
- Manage caseloads including:
 - Preparing, scheduling and conducting IEP's and MDT's on or before anniversary date
 - Managing monthly roster including, insuring that:
 - Special education percentages accurately reflect services and are in compliance with what is stated on IEP
 - New IEP/MDT/ dates are recorded accurately
 - Indicating all related services and other information
- Provide services as directed in IEP
- Develop a working knowledge of students on case load as it pertains to providing special education services
- Document all parent interactions (phone calls, notes, etc.)
- Supervise paraprofessionals
- Conduct formal and informal diagnostic observations and evaluations
- Communicate with district and outside agencies
- Attend regularly scheduled and other announced special education meetings
- Comply with NDE Rule 51 guidelines

ADDITIONAL EDUCATION, CERTIFICATION OR LICENSURE REQUIREMENTS

- Special Education Endorsement appropriate for the instructional responsibility assigned to the teacher (grade level and disability) as required by NDE Rule 24 and 51
- Additional endorsement in core academic subject areas or HOUSE approval as required by the teacher's assignment to be NCLB qualified

ADDITIONAL PHYSICAL REQUIREMENTS

- #22-Occasional-up to 33% of time
- Must be able to fulfill restraint training procedures