Randolph County Board of Education
Elkins, WV

Job Description

TITLE: Professional Support Staff, Special Education Department (Homebound, Speech Pathologist, Hearing Impaired Instructor, Visually Impaired Instructional, Physical Therapist, Occupational Therapist)

QUALIFICATIONS: Meets requirements as set by WV law and WV State Board Policy.

REPORTS TO: Director of Special Education

SUPERVISORY RESPONSIBILITIES: None

JOB RESPONSIBILITIES:

A. Plans, prepares, and implements new programs or facilitates change in the existing program,
B. Organizes, directs, and coordinates programs,
C. Gathers and interprets data for individuals, groups or programs,
D. Delivers services to students or others,
E. Collaborates with school personnel and/or parents to coordinate the delivery of services to students or others,
F. Facilitates professional development activities to achieve goals and achievement of desired goals, and
G. Develops and improves individual competencies and skills to deliver services.

PERFORMANCE CRITERIA:

A. Planning, Preparation and Implementation – engages in activities that prepare for implementation of new programs or facilitates change in existing programs and their implementation. Items that may be used to reflect planning, preparation and implementation:
   1. Identifies needs of students and others,
   2. Develops action plans based on identified needs,
   3. Evaluates ongoing programs/plans,
   4. Revises programs based on assessment,
   5. Implements ongoing program activities and revises activities as needed, and
   6. Advises school personnel regarding available resources.

B. Administration/Management – organizes, directs, or coordinates programs that include responsibility for budgeting, staffing, reporting and other similar activities. Items that may be used to reflect a administration/management:
   1. Aids school administration in developing and providing policies and/or programs,
   2. Establishes and communicates practices and procedures to students, parents, community and staff,
   3. Works to integrate program into total school curriculum

4. Prepares thorough and accurate reports in a timely manner, and
5. Makes recommendations to modify the school program to meet individual student's needs.

C. Assessment/Evaluation – gathers and interprets data from individuals, groups or programs to evaluate needs and programs. Items that may be used to reflect assessment/evaluation:
1. Explains nature and purpose of assessment in an understandable manner,
1. Demonstrates knowledge of theories, techniques and instruments used for assessment,
2. Follows confidentiality procedures,
3. Makes provisions for the attainment and evaluation of program goals, and
4. Communicates effectively with school personnel, students, parents and the community.

D. Intervention – delivers services to students and others to improve skills/functional abilities or inform recipients of services. Items that may be used to reflect intervention:
1. Provides activities to foster the development of the whole child/student,
2. Demonstrates positive interpersonal relationships with students, educational staff, parents, and the community,
3. Assists teachers and students in implementing plans/ Strategies,
4. Involves students in setting objectives, and
5. Uses systematic processes to assess needs to secure available services.

E. Collaboration – collaborates with school personnel, parents and the community to assist with and coordinate the delivery of services to students. Items that may be used to reflect collaboration:
1. Presents information about services offered to students, school personnel, parents, and the community,
2. Assists parents and students with individual needs to secure available services,
3. Creates a positive climate during consultation,
4. Serves on or leads multidisciplinary teams, and
5. Respects values different from his/her own.

F. Professional Development – facilitates professional development activities to achieve goals. Items that may be used to reflect professional development:
1. Seeks input from staff,
2. Plans, implements, and evaluates professional development programs,
3. Disseminates information at meetings, and
4. Develops procedures and provides training for school personnel, students, and parents.

G. Professional Responsibilities – develops and improves individual competence and skill in delivering services consistent with

professional standards. Items that may be used to reflect professional responsibilities.

1. Behaves in an ethical manner,
2. Demonstrates understanding of own professional limitations,
3. Continues professional development by keeping abreast of current trends,
4. Keeps appointments and follows up with commitments,
5. Adheres to established regulations, policies, rules and laws, and
6. Commands respect by example in appearance, manners, behavior and language.

TERMS OF EMPLOYMENT: Ten to twelve months. Salary to be established by the county board of education

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the board's evaluation policy (3220).