

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/84 Effective Date	<u>TEACHER, MILDLY HANDICAPPED, RESOURCE</u> Job Title	1.6.12A Index
-------------------------	---	------------------

1. Primary Function: Coordinates and provides pre- and in-service training to teachers, aides, and other Student Services Team members relative to screening, assessment, eligibility, Individual Education Program (IEP) development and implementation, data collection, and behavior management for mildly handicapped students.
2. Responsible to: Coordinator, Special Education.
3. Assigned Responsibilities:
  - 3.01 Consults with Student Services Teams regarding federal and state regulations and District guidelines.
  - 3.02 Trains or coordinates the training of Student Service Team members regarding handicapped eligibility criteria and appropriate assessment procedures to determine eligibility.
  - 3.03 Conducts approved eligibility assessments as a training model for Student Services Teams.
  - 3.04 Conducts on-site program reviews of mildly handicapped programs in cooperation with the Program Coordinator and provides objective feedback to principals, teachers, counselors, and other Student Services Team members.
  - 3.05 Develops in-service programs on methods and materials for teachers.
  - 3.06 Recommends consultants and out-of-District in-service programs for teachers and aides.
  - 3.07 Works cooperatively with other Student Services Department Resource Teachers.
  - 3.08 Assists newly employed teachers in programs for mildly handicapped students to become familiar with District guidelines and procedures.
4. Minimum Qualifications:
  - 4.01 Valid teaching certificate with Special Education Endorsement.
  - 4.02 Demonstrated ability to:
    - 4.02.01 Use interpersonal skills to train and consult with teachers, aides, and principals.
    - 4.02.02 Use systematic training and follow-up procedures, including an evaluation of training effectiveness.
    - 4.02.03 Administer and interpret various tests frequently used to determine eligibility as mildly handicapped. This could include, but would not be limited to, intelligence tests, behavioral observations, vision screening, achievement tests, language tests, articulation tests, and fluency tests.
    - 4.02.04 Provide feedback to Program Coordinator on program needs and effectiveness.
5. Minimum Term of Employment: Teacher contract plus 5 days.

**SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION**

11/84 Effective Date	<u>TEACHER, MILDLY HANDICAPPED, RESOURCE</u> Job Title	1.6.12B Index
-------------------------	---	------------------

- 6. Salary Level: Placement on Teacher Salary Schedule.
- 7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
(supervisor)

Received by: \_\_\_\_\_ Date \_\_\_\_\_  
(staff member)