

JOB DESCRIPTIONSPECIAL EDUCATION TEAM LEADER -- HIGH SCHOOLQualifications:

The position of high school special education team leader is a part-time non-supervisory position.

Certification: Teacher's certificate; experience in special education

Duties and Responsibilities:

1. To implement district goals and objectives.
2. To uphold and enforce Board of Education rules, regulations and policies.
3. To assist teachers in managing student behavior within the special education classes.
4. To act as a liaison between special education teaching staff and parent/guardian.
5. To assist guidance counselors and LDTC with student scheduling.
6. To meet biweekly with special education teachers.
7. To meet with guidance department and child study team on a weekly basis.
8. To participate in related curriculum development and other programs as assigned.
9. To identify pupil needs and cooperate with other professional staff members in assessing and helping pupils solve learning, social, and attitude problems.
10. To counsel student and parents to improve school functioning.
11. To meet weekly with the Director of Special Services to coordinate program planning and student activities.
12. To assume responsibility for any other related duties assigned by the Director of Special Services.

Hours: Time after the school day and some evening coordination will be required.

Dated: May 1988