



Title:	EC Folder Manager/Teacher
Reports to:	Principal/EC Facilitator
Terms of Employment:	10 Months
Salary:	TBD

Job Goals:

To insure that appropriate and compliant special education services are provided to eligible students

Qualifications:

- Hold at least a bachelor's degree
- Hold EC Certification or pursuing it
- Have knowledge of curriculum
- Have knowledge of referral and placement procedures

Essential Job Functions:

For Placements:

- to invite participants to IEP Team meeting
- to collect necessary DEC forms for IEP Team meetings
- to audit to determine if required evaluations/screenings are completed prior to IEP meeting
- to chair IEP Team meeting
- to assist IEP Team in writing the IEP
- to review/audit EC folder for compliance after IEP Team meeting
- to forward the EC folder to Compliance Review Team
- to address compliance issues identified by Compliance Review Team
- to implement assigned students IEPs
- to inform parents of student's progress toward meeting annual goals on IEP in prescribed manner
- to consult with regular classroom teachers on their implementing of IEP goals

The teacher is required to follow all Board Policies and procedures and to comply with the instructions and/or directives from his/her supervisor(s). Responsibilities include the following:

- Planning the Program – The teacher cooperates, as requested, in the development of annual objectives for the school and plans an instructional program which incorporates these objectives.
- Overseeing the Program – The teacher incorporates learner objectives compatible with the subject, grade level, established curriculum, and student needs. The teacher assesses his instructional program to determine its effectiveness.
- Updating the Program – The teacher maintains an effective program by establishing and maintaining an adequate knowledge of subject areas and child growth and development.
- Managing Daily Instruction – The teacher ensures that the instruction, materials and procedures are appropriate for the subject being taught and for the needs of the students. The teacher sees that application and practice are used by students to acquire or reinforce

a concept or skill. The teacher encourages students, parents and others to become actively involved in daily instructional activities.

- Differentiating Instruction – The teacher assesses individual student abilities to devise techniques that will accommodate student differences in rates of learning, styles of learning, and ability levels. These techniques may involve long term or short term grouping or the differentiating of materials and equipment.
- Individual Instruction – The teacher monitors individual student achievement on a continuous basis, employs a variety of teaching methods to meet student needs, and provides remediation as required.
- Supervising – The teacher uses professional classroom management techniques to maintain a suitable instructional environment.
- Human Resources – The teachers makes use of community resources, student talent, volunteers, and other school personnel to enhance the instructional program.
- Human Relations – The teacher shows respect for the dignity and worth of all students, values cultural differences, and maintains communication with parents.
- Non-Instructional Duties – The teacher accepts responsibility for non-instructional duties as may be assigned by the principal, superintendent, school board, or other administrative personnel.
- Promoting School Safety – Each teacher should conduct himself in such a manner as to promote a safe, secure, and orderly environment. Each teacher’s conduct should foster a climate of respect at the school, and thus, by example, demonstrate that appropriate personal conduct should be a priority for all students and all employees.
- Reporting Acts of Violence – The teacher must report acts of violence to the principal.
- Reporting of Student Suspended or Expelled – The teacher must report to the principal students who are suspended or expelled from school as required to be reported in accordance with State Board policies.

Annual Review:

- to invite participants to IEP Team meeting
- to collect necessary DEC forms for IEP Team meeting
- to chair IEP Team meeting
- to assist IEP Team in writing the IEP
- to forward the IEP to Compliance Review Team
- to implement assigned students IEPs
- to inform parents of student’s progress toward meeting annual goals on IEP
- to consult with regular classroom teachers on their implementing of IEP goals

Timelines:

- to conduct annual review of assigned IEPs on/before date of expiration (as determined by date of meeting)
- to conduct a meeting to discuss reevaluations of assigned students on/before the 3rd year anniversary of placement and order assessments found to be needed

Headcount:

- to verify information for headcount services
- to send EC 25R to ECO to track students when entering/exiting a school