

JOB DESCRIPTION # 42

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Special Education Teacher

JOB CATEGORY: Educational Services Support Staff

REPORTS TO: Program Director

BASIC FUNCTIONS: To provide direct educational services to students with special needs in the classroom and community.

SCOPE: This is a direct service position with case management and supervisory responsibilities assisting students with disabilities with various support strategies and consultation to teachers.

QUALIFICATIONS: A minimum of a Bachelor's degree with Massachusetts's certification in Special Education. Two years experience working with moderate to severe special needs. Valid Driver's license is required.

SCHEDULE: This is a ten-month position working 40 hours per week. Optional summer hours are available.

RESPONSIBILITIES/OBJECTIVES:

- To develop professional relationships with SPED Liaisons to ensure effective communication between school and SSTs.
- To develop individual support strategies based on service needs of each student.
- To develop and implement Curriculum modifications as identified in the student's Individual Education Plan.
- To consult with identified team members of the student's Individual Education Plan in an effort to collaborate services.
- To conduct educational assessments when needed or requested.
- To provide direct service to students while developing educational or support plans.
- To complete all necessary documentation and progress notes required by the LEA's
- To document all contacts and services provided to the students.
- To supervise Instructional Assistants.
- To provide support training to families as requested.

- Communicate progress and or issues that arise weekly to Director of Special Education.
- To perform other duties as required or directed.

EXPECTATIONS:

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.
- Job performance will be evaluated relative to successful outcomes for students and families.

PHYSICAL REQUIREMENTS: Ability to drive. Ability to lift up to 50lbs. on occasion. Ability, with training, to perform appropriate physical restraint as needed.

STATUS: Non-Exempt

STATE CONTRACT CROSS REFERENCE TITLE: # 115

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date