

Blue Hill Consolidated School

Reports to: Principal and Special Education Director

Job Goal: Special education teachers have a primary responsibility to case manage the students assigned to them through the IEP process.

Responsibilities:

1. Participate in the diagnostic, observational, and planning procedures to allow for the development of an appropriate individualized educational plan for each assigned student.
2. Attend IEP meetings and complete IEP documents as required by MUSAR and School Union # 93 Special Education Department, and have appropriate paper work completed on schedule.
3. Assist classroom teachers with the development of instructional activities and modifications for appropriate mainstreaming of assigned students.
4. Communicate student progress to parents.
5. Coordinate student schedules with classroom teachers, confer frequently with teachers regarding progress.
6. Participate in training for alternate assessments. Administer alternate assessments to assigned students.
7. Execute the usual staff and classroom responsibilities such as ordering supplies, taking playground duties, serving on committees, attending school activities, and attending staff meetings.
8. Take appropriate initiative in bringing concerns to the attention of the principal or Director of Special Education.
9. Participate in all School Union #93 and Blue Hill Consolidated School special education trainings, workshops and staff meetings.
10. Seek additional training as needed or as directed by administration.
11. Teach students with special needs academic and social skills.
12. Other related job duties as assigned by the administration, including meetings, committee work, planning, etc., which may take place outside the regular school day.

Adopted: Blue Hill School Committee – July 8, 1998

Revised: Blue Hill School Committee – January 11, 2017