

# South Valley Policies

## Job Descriptions

## Handbook (2)

June 2012 Update

## **DIRECTOR**

The director shall meet the qualifications set forth by the North Dakota Department of Public Instruction.

The director shall be notified by the board in writing regarding his/her contract status for the ensuing year in accordance with ND Century Code 15.1-14-19.

### **Director of Special Education Job Description**

The South Valley Special Education Unit director position is a 12-month position. The director shall also be recognized as the special education director for each member school district as well as the director of the multi-district unit. Salary and benefits are described in the director's contract. The director meets as scheduled with the board. Duties and responsibilities are as follows:

#### **I. General**

The director of special education is responsible to all participating boards and administrators for the following aspects of special education services.

1. Planning
2. Organization
3. Evaluation
4. Budget
5. Coordination
6. State and Federal Regulations
7. Relationship with Related Agencies
8. Parental Relations
9. Inservice for special education and regular education on special education topics
10. Staff Relations

#### **II. Board**

1. Acts as the executive officer of the South Valley Special Education Unit and shall implement the policies of the appointed board.
2. Acts as the facilitator for the board business by submitting timely agendas and supplementary data for each board meeting.
3. Keeps the board informed about situations, decisions or trends, which have an impact on the smooth operation of the cooperative business.
4. Acts on requests from the board members and carries out the intended desires of the board of their appropriate conclusion.

#### **III. Financial**

1. Will prepare the annual budget to present to the South Valley Board. This also includes determining assessments for the participating schools.
2. Will manage the budget so that:
  - a. Funds are available to cover expenditures
  - b. Procedures are set up for systematically handling payables and receivables
  - c. Expenditures are justified by needs acceptable to the board.
3. Will seek federal and state funding:
  - a. Completes applications for IDEA-B Funds
  - b. Completes IDEA-B reports for preceding fiscal year
  - c. Completes application for IDEA-B Preschool Incentive Funds
  - d. Completes state contracts for handicap aid.
4. Will complete mandated paperwork:
  - a. Assures completion of December 1 child count
  - b. Reviews requisitions for supplies and equipment and approves those deemed appropriate for expenditure of unit funding
  - c. Writes competitive program grant applications for special education programs
  - d. Completes financial reports required by the Department of Public Instruction

- e. Completes end-of-year reports required by the Department of Public Instruction
5. Contracts with individuals or agencies for related services for Occupational Services, Physical Services, Psychologists and consultants.

#### **IV. Staff**

1. Is responsible for recruitment, selection and replacement of staff
2. Works with staff on state and federal regulations and unit policy
3. Conducts both formal and informal evaluations of staff as required by board policy
4. Provides staff with opportunity for professional growth through inservice training, consultant access, or workshop attendance
5. Provides staff with professional tools such as instructional materials, diagnostic materials and other resources when needed.

#### **V. Programmatic**

1. Director plans, organizes and implements new services as needed
2. Monitors programs of out-of-unit students
3. Oversees the structure, organization and conducting of preschool referrals
4. The director exhibits leadership in directing the special education program
5. The director exhibits common sense and knowledge in the actions and decisions flowing from the office
6. The director originates and/or develops ideas beneficial to the special education program
7. The director makes a concerted effort to keep district staff and administrators informed about and correctly implementing all cooperative policies and procedures
8. The director develops and maintains clearly defined policies and procedures for implementing special education programs in district schools
9. The director develops and maintains record keeping procedures to comply with all federal, state and district requirements
10. The director works with the special education board to develop guidelines for local service delivery
11. The director is responsible for the necessary curriculum teaching strategies and material/equipment selection for successful student services in special education.

#### **VI. School Public Relations**

1. Maintains positive working relationship with school administrators, staff, parents and individuals from other agencies
2. Prepares news releases for the cooperative media at appropriate times
3. Provides for parental involvement in special education programming
4. Provides opportunities for regular education students and teacher understanding of special education.

#### **VII. Committees/Job Related**

1. Leadership ability in professional peer groups at the state level

##### **Minimum Requirements:**

1. Member of North Dakota Directors of Special Education Study Council
2. Member of North Dakota Council Educational Leaders
3. Member of Council for Exceptional Children.

## **BUSINESS MANAGER**

The business manager's salary shall be determined annually by the Board after a committee appointed by the Board has met with the business manager.

### **I. Custodial Manager of Unit Financial Affairs**

1. Manages all Unit funds, checking accounts, and investments.
2. Pays out Unit monies on approval of the Board and/or Director.
3. Maintains proper accounting of Unit assets and inventory.
4. Prepares documents for pledge of assets.
5. Maintains bonding status and ensures that other appropriate school officials are bonded.
6. Assists the Director in preparation of the annual budget.
7. Notifies the Director in preparation and administration of bids.
8. Notifies the Director immediately of the existence of financial problems or irregularities.

### **II. Payroll Responsibilities**

1. Computes, prepares, and distributes the monthly payroll for the Unit including calculation of time cards, calculation of deductions, and calculation of withholding.
2. Makes payroll tax and social security deposits as required; and makes proper payment to agencies covering unemployment, taxes, insurance, dues, retirement, and annuities.
3. Maintains payroll ledger accounting records relating to Unit personnel.
4. Maintains records of Unit personnel leave with separate tabulations for medical/sick leave, professional leave, emergency leave, and personal leave.
5. Prepares monthly, quarterly, and annual tax and insurance reports to proper state and federal agencies.
6. Prepares and distributes payroll tax forms including W-4, W-2, W-9, and 1099 forms.
7. Administers the Cafeteria Plan for employees of the Unit.

### **III. Recording and Filing Responsibilities**

1. Prepares accounts of monies received and dispersed for presentation to the Board monthly.
2. Prepares monthly budget reports showing the Unit's fiscal status.
3. Prepares a comprehensive annual financial report at the end of each fiscal year.
4. Arranges for the annual audit and assists the auditor.
5. Maintains proper accounting of Unit assets and inventory.
6. Maintains an organized file system for appropriate documents needing retention by the Unit including invoices, accounting records, legal documents, contracts, insurance documents, personnel records, and other documents important to the Unit.
7. Prepares and distributes Unit personnel contracts.
8. With the Director submits information for routine background checks on new employees of the Unit.

### **IV. Unit Board Activities**

1. Prepares and provides for distribution of proper notice of regular and special Unit board meetings.
2. Attends all regular Board meetings and keeps minutes of Board proceedings.

### **V. Other Responsibilities**

1. Attends training related to Business Manager tasks and functions.
2. Attends Business Manager association functions.
3. Attends Unit meetings, which address coordination of activities between the Business Manager and other Unit personnel.
4. Prepares purchase orders, and verifies that merchandise is as ordered upon delivery.
5. Performs other duties as requested by the Board and/or Director.

## **ADMINISTRATIVE ASSISTANT**

The administrative assistant will be paid an hourly wage. The rate of pay shall be determined annually by the Board.

### **Job Description:**

1. Acts as a receptionist.
2. Types and copies letters, reports and forms.
3. Files reports and records.
4. Maintains a list of office supplies.
5. Carries all outgoing mail to the Post Office.
6. Updates and inputs by computer Child Count records for all students in the South Valley Unit.
7. Coordinates, schedules and sends parent letters for preschool screening for 11 schools.
8. Assists business manager with purchase orders and inventory.
9. Performs other duties requested by the Director.

## **TEACHERS OF STUDENTS WITH INTELLECTUAL DISABILITIES**

### Qualifications:

All special education personnel will meet the requirements set by the Department of Public Instruction for the purposes of state personnel reimbursement.

### Contract:

Contracts for classroom based Resource Room Teachers will be issued by the South Valley Special Education Board. Salary and benefits received shall be in accordance with the Teachers' Negotiated Agreement.

### Job Description:

- Provides group and individual curriculum for students enrolled in the special class in accordance with IEP goals and objectives.
- Coordinates with general education teacher to integrate students into regular program where appropriate.
- Makes use of a variety of materials, equipment and teaching strategies in designing programs for each student.
- Participates on the multidisciplinary assessment team, as an evaluator where appropriate, and inputs in the Integrated Written Assessment Report.
- Prepares individual education programs based upon diagnostic information of members of the student's planning team.
- Works with parents to further educational objectives.
- Evaluates individual student progress.
- Works with other special educators in carrying out related aspects of the student's IEP.
- Works with outside agencies, when appropriate, to ensure the best services for the student.
- Attends training sessions, seminars and workshops to acquire information and further professional skills.

## **EARLY CHILDHOOD SPECIAL EDUCATION**

### Qualifications:

All special education personnel will meet the requirements set by the Department of Public Instruction for the purposes of state personnel reimbursement.

### Contract:

Contracts for Early Childhood Special Education Teachers will be issued by the South Valley Special Education Board. Salary and benefits received shall be in accordance with the Teachers' Negotiated Contract.

### Job Description:

- Provides group and individual curriculum for students enrolled in the special class in accordance with IEP goals and objectives.
- Integrates students into regular kindergarten program, where appropriate, and coordinates this with kindergarten teacher.
- Makes use of a variety of materials, equipment and teaching strategies in designing programs for each student.
- Participates on the multidisciplinary assessment team, as an evaluator where appropriate, and inputs in the Integrates Written Assessment Report.
- Prepares individual educational programs based upon diagnostic information of members of the student's planning team.
- Makes regular home visits and works with parents to further educational objectives.
- Evaluates individual student progress.
- Participates as a member/chairperson of the transition team for children exiting the Early Childhood Special Education Program.
- Works with other special educators in carrying out related aspects of student IEP's.
- Works with outside agencies, when appropriate, to ensure the best services for the student.
- Attends training sessions, seminars and workshops to acquire information and further professional skills.

# **SPEECH AND LANGUAGE PATHOLOGISTS**

## **Qualifications:**

All special education personnel will meet the requirements set by the Department of Public Instruction for the purposes of state personnel reimbursement.

## **Contract:**

Contracts for Speech and Language Pathologists will be issued by the South Valley Special Education Board. Salary and benefits received shall be in accordance with the Teachers' Negotiated Agreement.

## **Job Description:**

- Provides direct therapy individually, in small groups, or in the classroom, in an inclusionary setting for the remediation of language, articulation, voice and fluency disorders and communication disorders caused by hearing impairments for students in accordance with IEP goals and objectives.
- Observes students in general education classrooms to determine student progress and needs.
- Conducts selective screening activities to identify children who have communication disorders.
- Performs screening and diagnosis of individual students as part of the assessment team.
- Participates in the multidisciplinary assessment team, as an evaluator where appropriate, and inputs in the Integrated Written Assessment Report.
- Prepares individual educational programs based upon diagnostic information of members of the student's planning team.
- Makes use of a variety of materials, equipment and teaching strategies in designing programs for each student.
- Works with parents to further educational and therapy objectives.
- Evaluates individual student progress.
- Follows up on medical referrals and on students recently dismissed from therapy.
- Works with other special and general educators in carrying out modifications and related aspects of student IEP's.
- Works with outside agencies, when appropriate, to ensure the best services for the student.
- Attends training sessions, seminars and workshops to acquire information and further professional skills.



# **HEARING IMPAIRED SPECIALIST**

## **Qualifications:**

All special education personnel will meet the requirements set by the Department of Public Instruction for the purposes of state personnel reimbursement.

## **Contract:**

Contracts for Hearing Impaired Specialists will be issued by the South Valley Special Education Board. Salary and benefits received shall be in accordance with the Teachers' Negotiated Agreement.

## **Job Description:**

- Provides direct therapy individually, in small groups, or in the classroom, in an inclusionary setting for communication disorders caused by hearing impairments for students in accordance with IEP goals and objectives.
- Observes students in general education classrooms to determine student progress and needs.
- Conducts selective screening activities to identify children who have hearing impairments.
- Performs screening and diagnosis of individual students as part of the assessment team.
- Participates on the multidisciplinary assessment team, as an evaluator where appropriate, and inputs in the Integrated Written Assessment Report.
- Prepares individual educational programs based upon diagnostic information of members of the student's planning team.
- Makes use of a variety of materials, equipment and teaching strategies in designing programs for each student.
- Works with parents to further educational and therapy objectives.
- Evaluates individual student progress.
- Follows up on medical referrals.
- Works with other special and general educators in carrying out modifications and related aspects of the student IEP's.
- Works with outside agencies, when appropriate, to ensure the best services for the student.
- Keeps abreast of current technology and informs the director of trends and best practices.
- Ensures that hearing devices are in proper working order.
- Attends training sessions, seminars and workshops to acquire information and further professional skills.

## **EMOTIONALLY DISTURBED TEACHER**

### Qualifications:

All special education personnel will meet the requirements set by the Department of Public Instruction for the purposes of state personnel reimbursement.

### Contract:

Contracts for Emotionally Disturbed Teachers will be issued by the South Valley Special Education Board. Salary and benefits received shall be in accordance with the Teachers' Negotiated Agreement.

### Job Description:

- Works with individual students to provide specific service based on the diagnosed condition.
- Performs screening and diagnosis of individual students as part of the assessment team.
- Participates on the multidisciplinary assessment team, as an evaluator where appropriate, and inputs in the Integrated Written Assessment Report.
- Prepares individual educational programs based upon diagnostic information of members of the student's planning team.
- Makes use of a variety of materials, equipment and teaching strategies in designing programs for each student.
- Works with parents to further educational objectives.
- Evaluates individual student progress.
- Works with other special and general educators in carrying out modifications and related aspects of student IEP's in both the general or special class setting.
- Works with outside agencies, when appropriate, to ensure the best services for the student.
- Attends training sessions, seminars and workshops to acquire information and further professional skills.

## **SPECIFIC LEARNING DISABILITIES TEACHER**

### Qualifications:

All special education personnel will meet the requirements set by the Department of Public Instruction for the purposes of state personnel reimbursement.

### Contract:

Contracts for Specific Learning Disabilities Teachers will be issued by the South Valley Special Education Board. Salary and benefits received shall be in accordance with the Teachers' Negotiated Agreement.

### Job Description:

- Works with students individually, in small groups, or in the classroom, in an inclusionary setting for the remediation of academic skills in accordance with IEP goals and objectives.
- Makes use of a variety materials, equipment and teaching strategies in designing programs for each student.
- Participates on the multidisciplinary assessment team, as an evaluator where appropriate, and inputs in the Integrated Written Assessment Report.
- With the assessment team determines if a learning disability, rather than other factors, is causative for lack of academic progress.
- Prepares individual educational programs based upon diagnostic information of members of the student's planning team.
- Works with parents to further educational objectives.
- Evaluates individual student progress.
- Works with other special and general educators in carrying out modifications of student IEP's in the general or special class setting.
- Works with outside agencies, when appropriate, to ensure the best services for the student.
- Attends training sessions, seminars and workshops to acquire information and further professional skills.

# **SCHOOL PSYCHOLOGIST & BEHAVIOR ANALYST**

## **Qualifications:**

All special education personnel will meet the requirements set by the Department of Public Instruction for the purposes of state personnel reimbursement.

## **Contract:**

Contracts for School Psychologists and Behavior Analysts will be issued by the South Valley Special Education Board. A negotiating committee appointed by the Board will determine salary and benefits.

## **Job Description:**

- Participates on the multidisciplinary assessment team and inputs in the Integrated Written Assessment Report.
- Administers, scores and interprets psychological tests and behavior rating scales.
- When appropriate attends post-assessment meeting and IEP meetings and interprets test results to parents and teachers.
- Consults with parents and teachers to help develop appropriate education programs, especially those for students with emotional or behavioral problems.
- Observes students outside testing situations and consults other sources to obtain information to better advise parents, teachers and students.
- Participates in re-evaluation of students.
- Provides crisis counseling for any student who attends schools in the unit.
- When the IEP team deems it appropriate, provides counseling to students.
- Provides in-service for parents, teachers and students upon request from the Director.
- Works with outside agencies, when appropriate, to ensure the best services for the student.
- Attends training sessions, seminars and workshops to acquire information and further professional skills.

## **OCCUPATIONAL THERAPIST REGISTERED**

### Qualifications:

OTR shall meet the licensure set by the state of North Dakota for the position of Occupational Therapist Registered.

### Job Description:

- Participates as a member of the multidisciplinary assessment team.
- Administers, scores and interprets appropriate evaluative instruments to determine student's physical status as it relates to educational and therapy needs under PL 94-142.
- Observes students outside of the testing situation and consults with other sources to obtain information to better advise parents, teachers and students.
- Consults with parents and teachers to help develop appropriate therapy programs.
- Writes formal reports to record the results of all assessments and recommendations.
- Develops with classroom and resource room teachers appropriate therapy activities and scheduling of students with disabling conditions.
- Provides in-service to parents, teachers and students upon request of the Director.
- Provides direct hands-on therapy when appropriate for service planning and implementation.
- Develops and modifies equipment and materials to accommodate student's individual functioning needs.
- Works with regular and special education staff in carrying out related aspects of student IEP's.
- Attends training sessions, seminars and workshops to acquire information and further professional skills.

## **EARLY CHILDHOOD PARAEDUCTOR**

The IEP team or Multidisciplinary teams will determine Paraeducators for South Valley Early Childhood programs. The director will determine the employment of paraeducators with approval by South Valley Multi-District Board. Paraeducators will be employed when the special educational needs of students in a classroom or on a caseload are too extensive for a teacher to manage without assistance, as determined by the child's multidisciplinary team or by the South Valley Director after consultation with the South Valley Multi-District Executive Committee.

Paraeducators shall not have the responsibility of coordinating the development of individual education programs or evaluating students for placement purposes.

### **Compensation**

- Paraeducators shall be paid an hourly wage. The board will set the rate of pay annually.
- Continued employment is dependent on the needs of the students in the program in which the paraeducator is employed.
- Paraeducators who are required to travel between schools during the day will be paid mileage at the state rate.

### **Job Description:**

- Helps the teacher carry out individual educational programs by reinforcing skills and attitudes specified by the programs.
- Assembles and prepares curriculum materials at the request of the teacher.
- Assists, as part of the IEP team, in assessing and recording a student's daily behavior and progress.
- Helps maintain an attractive learning environment.
- Does clerical tasks, such as ordering supplies or collecting milk money, at the request of the teacher.
- Does other duties that may be assigned by the supervising teacher.

## **HIGHLY QUALIFIED PARAEDUCATORS**

It is the intention of South Valley Multi-District Special Education Unit to provide quality services for all children identified under IDEA. Paraeducators employed for supplementary instructional duties shall meet the highest qualification according to federal state guidelines. In order to meet these guidelines each paraeducator shall receive twenty hours of training in the first calendar year of employment.

South Valley Multi-District Special Education Unit will assist paraeducators employed by the Unit to meet highest qualifications by providing training opportunities.

## **DRIVERS**

Drivers will be employed when the special educational needs of students warrant as determined by the child's multidisciplinary team or by the South Valley Director.

### Compensation

Drivers shall be paid an hourly wage. The board will set the rate of pay annually.

Continued employment is dependent on the needs of the students in the program in which the driver is employed.

### Job Description/Driver Responsibilities Duties:

- Route will be designed by the Director and current teacher of the child's school program. Other duties within the scope of driving may be assigned by the Director. Personal use of vehicle is prohibited.
- Drivers will pick up and deliver children with respect to all best practices in current safety standards. Child restraint procedures will be followed according to current best practices as specified in NDCC 39-21-41.2 and outlined by the Director.
- **Includes Weather Safety Standard as specified by Director**
- Drivers must submit a current approved bus driver's physical report every two years or as required by the director. South Valley will pay for physical from approved clinical list.
- Drivers will maintain an atmosphere in the vehicle as conducive to the maximum health of the children.
- Drivers will attend the regular bus drivers' workshops conducted by county superintendents or school districts during one of the scheduled sessions. Hourly rate will be paid for attending.
- Drug testing will be conducted according to policy:
- Drivers will be responsible for the periodic maintenance of their vehicles at the designated service facility. Vehicles will be lubricated every 3000 miles.

### **Drug Testing for South Valley Drivers**

South Valley Multi-District drivers will be included in the Drug and Alcohol Screening Services pool. All drivers, including substitute drivers, will be assigned to the district in which he or she resides. South Valley Multi-District will be billed costs of screening.

*Failure to complete any requirements may result in termination of this employment agreement.*