

DRAFT

HAMPTON PUBLIC SCHOOLS JOB DESCRIPTION COORDINATOR OF SCIENTIFIC RESEARCH BASED INTERVENTIONS (SRBI) COMPUTER EDUCATION AND DISTANCE LEARNING

SCOPE

- ☐ Is responsible for safety and education of students under her or his charge
- ☐ Assists in school climate and safety of all students
- ☐ Plans, instructs and evaluates learning in conjunction with others
- ☐ Guides and directs classroom paraprofessionals and volunteers
- ☐ Initiates, facilitates and/or serves on committees

DUTIES AND RESPONSIBILITIES

In addition to the duties and responsibilities of teacher, those of the coordinator of SRBI, computer education and distance learning include the following:

1. Work with the classroom teachers, other school personnel, and parents or guardians to determine the need for Scientific Research Based Intervention (SRBI) for a referred student.
2. Oversee all SRBI interventions for grades Pre-6, and communicate about students' progress with classroom teachers and parents or guardians.
3. Advise on interventions and monitor students' progress in classroom teachers' Level 1 SRBI interventions.
4. Implement Level 2 SRBI interventions with small groups of students or individual students and determine their progress.
5. If a student does not make adequate progress during Level 2 SRBI, along with others, examine and revise SRBI for Level 3.
6. Along with other personnel, determine if there is a need to refer a student for evaluation for special education or whether the instruction, school climate, or factors related to social/emotional learning, behavioral supports or cultural practices in the school impair the student's progress during SRBI.
7. Manage data, document all SRBI for grades PreK-6 and administer records.
8. Advise on and integrate technology based resources in all classrooms.
9. Instruct students in the use of technology and technology based programs.
10. Coordinate SuccessMaker data with all classroom teachers for their review, and for communication of students' progress to parents or guardians.
11. Support classroom teachers to improve a student's performance using SuccessMaker.

12. Relate SuccessMaker data to the Northwest Evaluation Association (NWEA) Measure of Academic Progress (MAP) results.
13. Respond to technology problems in all classrooms.
14. Support students and parents or guardians in use of technology based programs so that students can access and successfully use programs remotely.
15. Coordinate with the regional educational service center on the use of technology in the school.
16. Connect with all remote learners daily and provides learning activities.
17. Assesses progress of remote learners and conference with classroom teachers to determine lessons.
18. Provide books from the library and order those needed in the classrooms.

HAMPTON PUBLIC SCHOOL
JOB DESCRIPTION
TEACHER

SCOPE

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DUTIES AND RESPONSIBILITIES

Student Learning

1. Provide a safe, secure, student-centered learning environment and establish rapport with students.
2. Create and adapt lesson plans and classroom work to provide students with instruction that meets their respective needs within the established curriculum.
3. Communicate expectations and collaborate to set goals and objectives with students, parents or guardians and school personnel.
4. Assess student progress and provide feedback to students, parents or legal guardians and administrators.
5. Participate in Scientific Research Based Intervention (SRBI) meetings and implement SRBI instructional support for individual students.
6. Organize, prepare and ensure the availability of equipment, materials and personnel to achieve educational and safety objectives (for example, classroom, field trips, first aid coverage, transportation, assemblies).
7. Instruct the application of technology to learning and monitor proper use.
8. Instruct students on rules of conduct, non-violence, social skills, conflict resolution, law-related education and good decision making.

9. Respond quickly to emergency situations to resolve immediate safety concerns.
10. Report incidents promptly to administration in order to maintain the personal safety of students and adhere to Connecticut law and district policies.
11. Perform other related duties as assigned by the Principal to insure the efficient and effective functioning of the school.

Pupil Personnel

1. Participate in meetings such as SRBI team and Planning and Placement Team (PPT) to communicate student progress and assist in developing plans.
2. Implement academic, behavioral and health plans, such as Individual Education Plans (IEP's), intervention plans, care plans, and 504 plans, to comply with regulatory requirements and established guidelines.
3. Provide guidance and demonstrate to classroom paraprofessionals various student interventions.

Professional Responsibilities

1. Act with integrity as defined by the State of Connecticut's code of professional ethics.
2. Know and follow Hampton's policies and procedures, and applicable state and federal law to ensure compliance with regulatory requirements and guidelines.

Community Relations

1. Communicate through the website or other written communications.
2. Collaborate with school personnel, parents and community members to improve the quality of student learning.
3. Keep records which administration aggregates to communicate school-wide achievement to the community.

Business Management

1. Communicate classroom budgetary needs to administrators.
2. Monitor use of materials.

Personnel

1. Address recertification requirements to maintain state certification.
2. Assist in orientation of classroom paraprofessionals and volunteers assigned to classroom.

Facilities Management

1. Report needed maintenance to administration.
2. Ensure classroom security.

Board of Education Relationships

1. Assist in presenting program and curriculum to Board of Education.
2. Maintain records (grades, attendance, and other records required by administration) that the BOE requests to meet mandated requirements.

Professional Growth

1. Participate in professional development (PD).
2. Incorporate PD into classroom instruction to implement curriculum, increase achievement and support district and school improvement efforts.

Minimum Qualifications

Connecticut teacher certification

Pre-employment Requirements

Physical Examination, Finger printing, Department of Children and Families child abuse and neglect registry search, State of CT Educator Employer Verification

HAMPTON PUBLIC SCHOOL
JOB DESCRIPTION
SPECIAL EDUCATION TEACHER

SCOPE

- ☐ Is responsible for safety and education of students under her or his charge
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DUTIES AND RESPONSIBILITIES

In addition to the duties and responsibilities of teacher, those of the special education teacher include the following:

1. Know and follow Hampton's policies and procedures and applicable state and federal laws related to special education.
2. Know and follow all special education timelines based on Individual Education Plans (IEP's) as well as state and federal regulations.
3. Use special education assessments to determine student needs.
4. Use IEP Direct or most recent State Department of Education endorsed IEP program.
5. Serve on Crisis Intervention Team as it relates to Policy 5144.1 Use of physical Force Physical Restraint/Seclusion.
6. Instruct classroom paraprofessionals in their role in intervention programs.