

EMPLOYEE NAME: _____

Revised: 10/12; 8/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Supply Community Based Skills Trainer	JOB CODE: SUP1, SUP8
DIVISION: Special Student Services	SALARY SCHEDULE: Supply Teacher Rate of Pay
DEPARTMENT: Community Based Instruction	WORK DAYS: N/A
REPORTS TO: Supervisor, Special Student Services	PAY GRADE: N/A
FLSA: Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Serves in the capacity of a Community Based Skills Trainer in the absence of the trainer; instructs disabled students in community settings.	

REQUIREMENTS:

1.	Educational Level: Bachelor's Degree; prefer applicant have major in specific content area posted on job vacancy
2.	Certification/License Required: None; Valid Teaching Certificate preferred
3.	Experience: 1-year classroom experience with special education students preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to list a student up to weight of 40 pounds without assistance; ability to perform a two-person lift for students over 40 pounds in weight; lumbar belt required for all lifts
5.	Knowledge, Skills, & Abilities: Written and oral communication, planning, organization

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists in implementation, monitoring and review of the Individual Education Program (IEP) for the students involved in the program.
3.	Works with parents in the community training aspects of their child's program.
4.	Complies, maintains and submits all required records.
5.	Provides educational services according to the guidelines of the program and through the established delivery model for service.
6.	Assures all due process procedural safeguards are afforded students and their parents.
7.	Uses methodology for instruction according to the population needs.
8.	Uses carefully designed behavior management strategies as indicated.
9.	Administers, on an on-going basis, evaluations of student progress toward mastery of established goals and objectives.
10.	Serves as a resource to the IEP coordinators for the students involved in the program.
11.	Meets the unique needs of specific population, such as lifting orthopedically impaired.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____