



CHARIHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title	LEA Representative
Reports To	Director/Assistant Director of Special Education
Level/Grade	Pre-Kindergarten-12
Type of position:	<input type="checkbox"/> 12 Month <input checked="" type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

The LEA Representative is an individual who:

- (i) is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities;
- (ii) is knowledgeable about the general education curriculum; and
- (iii) is knowledgeable about the availability of resources of the public agency.

34CFR 300.321(a)(4)

Qualifications

- Rhode Island Department of Education Special Education Teaching Certification
- Highly Qualified (when applicable)

Essential Duties and Responsibilities (*other duties may be assigned*)

- Adheres to the policies and related directives of the Chariho Regional School District.
- Seeks opportunities for the integration of the curriculum with that of other disciplines.
- Promotes the attainment of the District's Mission, Vision, and Strategic Plan.
- Displays strong and deep knowledge of the philosophical foundations and content of the curriculum.
- Adheres to special education policies, completes relevant paperwork, and attends and actively contributes to special education meetings.
- Understands how knowledge is constructed within the discipline.
- Integrates technology to more effectively facilitate meetings and assist educators in the delivery of curriculum and specially designed instruction.
- Communicates high and clear expectations.
- Promotes deep understanding of content by addressing unique learning styles by assisting teachers with adapting instruction to meet the needs of all students
- Assists teams in designing and implementing Individual Educational Plans to meet the unique needs of students with disabilities.
- Demonstrates knowledge of special education regulations, processes, and service delivery options.
- Explains and distributes procedural safeguards
- Describes the range of available services and resources available in Chariho.
- Demonstrates knowledge of special education eligibility criteria and how RTI data impacts evaluation team decisions.
- Interprets standardized, informal, curriculum based, and medical/clinical assessments
- Conducts district educational evaluations.
- Understands district and building level intervention programs and services.
- Explains Chariho curriculum, Common Core State Standards, and other appropriate national standards.
- Assists teams in analyzing data in order to target areas of concern or deficit so that appropriate team decisions will be made.
- Works to build consensus during team meetings.
- Respects diverse opinions and uses same to lead to better decision making.
- Shows evidence of strong verbal and written communication skills.
- Demonstrates an ability to diffuse difficult situations and seeks additional support, when necessary.

- Consults with both special education and regular education staff to assist all students, especially those that are disabled.
- Consults with school and district leaders regarding matters related to special education.
- Serves as a resource regarding special education issues to building level staff and administrators.
- Integrates technology to more effectively deliver the curriculum and specially designed instruction.
- Communicates high and clear expectations.
- Assists students in monitoring their own progress.
- Contributes to collaborative planning activities.
- Consults and collaborates regularly and professionally with colleagues, students, and parents; communicates immediately with all when there are concerns.
- Consults and collaborates regularly, respectfully, and truthfully with students and parents; communicates immediately with both when there are concerns.
- Takes responsibility for personal professional growth.
- Participates in school events and in school and/or department improvement efforts.
- Supervises and assists with the evaluation of others, including but not limited to volunteers and teacher assistants, etc., as appropriate.
- Performs administrative duties, including but not limited to budgeting, ordering of supplies, etc., as appropriate.
- Other duties as assigned by supervisor.

Supervises

Students, Teacher Assistants, and volunteers

Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for instruction, communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

Education Requirements

Bachelors' Degree

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Created 7/1/2014

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.