

# CEMS Student Support Team Member

TITLE: CEMS Student Support Team Member

## QUALIFICATIONS:

Education/Certification:

- I. Maine Department of Education certification as Teacher and other legal credentials required to be "highly qualified" according to State and Federal standards.

REPORTS TO: Building Administrator and MS Student Support Team Leader

SUPERVISES: Indirectly supervises teachers in the development of student learning plans and implementation of personalized learning plans.

JOB GOALS: SST Members will actively participate on the team, representing the team as needed at grade level and staff meetings:

- This includes communication with the staff regarding SST, specifically at grade level/team meetings

PROFESSIONAL RESPONSIBILITIES: Each member will:

- Attend weekly meetings after school
- Supports classroom teachers with the development of SLPs (student learning plans) and pre-referrals to SST Team
- Report student progress to the SST
- Follow-up on students on the SST caseload on regular basis
- Monitor attendance, behavioral, and grade information about the student
- Oversee the personalized plan (PLP) with support of classroom teachers

TERMS OF EMPLOYMENT: 12 months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The middle school administration will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED: November 9, 2010

---

Revision #1

Created 12 January 2024 21:26:35 by Jennifer Lakari

Updated 20 May 2024 17:28:27 by Jennifer Lakari