

MS Student Support Team Leader

TITLE: MS Student Support Team Leader

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: Middle School Administrator

SUPERVISES: Indirectly supervises teacher and Student Support Team members in the development of student learning plans and implementation of personalized learning plans

JOB GOALS: The SST Leader will organize all aspects in the SST, including communication record keeping, training of staff, and coordination with Pond Cove and CEHS Student Support Teams.

PROFESSIONAL RESPONSIBILITIES: The Student Support Team Leader will:

- Schedule, coordinate, and attend weekly meetings after school
- Support SST members and classroom teachers with the development of SLPs (student learning plans) and pre-referrals to SST Team
- Notify parents of determinations made by the team (personalized learning plan)
- Keep official records of all students actively being served by the MS SST
- Coordinate with outside agencies, administrators, etc. as needed
- Oversee the personalized plan (PLP) with support of SST members and classroom teachers
- Communicate with classroom teachers and Instructional Support staff on an on-going basis in regards to progress of PLP.

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 team will perform the evaluation.

NOTE: The above job description reflect 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