

Certified Staff (Job Description)

Title: Psychologist

Qualifications:

1. M.S. or Ph.D. in psychology
2. Able to meet state certification requirements for school psychologist
3. Background in education
4. One year experience in school setting desirable

Reports to: Program Director

Terms of Employment: Contract, salary, fringe benefits and work year to be established by Board.

Job Goal: To provide psychological assessments, educational assessments and student therapy to the NWBOCES.

Performance Responsibilities:

1. To administer psychological evaluations.
2. To administer educational evaluations.
3. Provide individual and group psychological therapy.
4. To provide consultation to the classroom teacher.
5. Develop behavioral management programs.
6. Provide input on I.E.P. in coordination with the educational team.
7. Provide consultation with parents concerning the students educational and psychological needs.
8. Other job related duties as requested by the BOCES.
9. Follows all policies, directives and memos.
10. Follow strict confidentiality.

Evaluation: Performance will be evaluated annually on each area of responsibility based on demonstrated effectiveness and written documentation in each area. This will be provided by the cooperative.

5001c-R

Revised 4-23-03

Revised 5-23-07

Certified Staff Position (Job Description)

Title: Teacher

Qualifications:

1. Bachelor's Degree in Education.
2. Meets Wyoming licensure and certification requirements according to assignment.
3. First Aid, CPR and approved evidence based model. of nonviolent crisis intervention certification
4. Any additional requirements as established by the Board.

Reports to: Administrative Director or designee

Supervises: Paraprofessionals/educational aides

Terms of Employment: Contract with salary, fringe benefits and work year established by the Board.

Job Goal: To provide the best educational opportunities for the students through individualized education plans and the enhancement of staff teamwork.

Performance Responsibilities:

1. Plans a program of study through the IEP that meets the individual needs, interests and abilities of students.
2. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of students.
3. Employs instructional methods and materials that are most appropriate for meeting stated objectives.
4. Provides lesson plans, schedules, and reports as required.
5. Assesses the accomplishments/needs of students on a regular basis, seeking the assistance of parents/colleagues as needed.
6. Follows strict confidentiality at all times.
7. Reports all needed family communication to the Administrative Director, School Social Worker, School Counselor, or Nurse Supervisor.
8. Maintains effective and appropriate interpersonal relationships between students, families and staff.
9. Serves as a member of child study teams.
10. Assists the administration in implementing all policies and rules governing student life and conduct.
11. Assumes the teacher's legal responsibilities in the supervision of students.
12. Assumes an equitable share of responsibility associated with the teaching profession or other planning and professional assignments which may be assigned by the Administrative Director.
13. Maintains good public relations.
14. Follows all policies, directives and memos.
15. Participates in all required meetings and in-service training.
16. Performs other duties as assigned.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of certificated personnel.

5001d-R

Certified Staff Position (Job Description)

Title: Speech/Language Pathologist

Qualifications:

1. Graduate of an approved school which meets the standards pertaining to advanced programs for the preparation of Speech/Language Pathologists
2. Hold a valid Wyoming license and meet any WDE certification requirements.
3. Knowledge of Wyoming Rules & Regulations governing services for children with Disabilities
4. Familiarity with multidisciplinary approaches to intervention and habilitation.

Reports to: Program Director

Supervises: Therapy Aide

Terms of Employment: As per contract

Job Goals: To design and implement an integrated therapeutic program for each assigned child that will promote learning and a positive self-image, reflecting Big Horn Basin Children's Center values as defined in the Mission Statement, policies, procedures and operations.

Performance Responsibilities:

1. Direct services to children
 - a) Plans a program of therapy that meets individual needs, interests and abilities of students;
 - b) Adhere to the therapeutic prescriptions;
 - c) Provides medically prescribed treatment when such treatment is related to and authorized through the student's I.E.P.;
 - d) Provides diagnostic evaluations requested by the multi-disciplinary team;
 - e) Provides individual and/or group instruction consistent with I.E.P. goals;
 - f) Provides a safe and caring environment;
 - g) Reports all needed family communication to the Home School Coordinator or Nurse Supervisor;
 - h) Attends planning meetings as requested;
 - i) Follow all policies, directives and memos.
 - j) Follow strict confidentiality.
2. Role on multidisciplinary treatment team
 - a) Assists in interpreting the individual's therapy program to the multi-disciplinary team and counsels on carryover;
 - b) Understands and utilizes perspectives and techniques of other team members in Program designs and daily activities;
 - c) Utilizes problem-solving techniques to resolve differences and come to conclusion with team;
 - d) Accords respect and support of each team member;
 - e) Serves as a member of child study teams to generate and review

I.E.P.'s;

f) Prepares all required reports in a complete, timely and professionally written manner.

Working Relationships:

1. A member of a team of professionals;
2. Assumes agency committee responsibilities as necessary;
3. Assumes departmental duties as determined by the department, attends department meetings;
4. Assumes legal responsibility in supervision of students;
5. Willingness to assume duties as assigned.

Performance Appraisal: In accordance with policy on evaluation of Certified Personnel (Policy 5017).

5001e-R

Revised 4-23-03

Revised 5-23-07

Certified Staff Position (Job Description)

Title: Occupational Therapist

Qualifications:

1. Graduate of an approved school
2. Meet Wyoming State Licensure and certification requirements of the American Occupational Therapy Association and meet any WDE certification requirements.
1. Knowledge of Wyoming Rules & Regulations governing services for children with Disabilities
4. Familiarity with multidisciplinary approaches to intervention and habilitation.

Reports to: Program Director

Supervises: Therapy Aide

Terms of Employment: As per contract

Job Goals: To design and implement an integrated therapeutic program for each assigned child that will promote learning and a positive self-image, reflecting Big Horn Basin Children's Center values as defined in the Mission Statement, policies, procedures and operations.

Performance Responsibilities:

1. Direct services to children
 - a) Plans a program of therapy that meets individual needs, interests and abilities of students;
 - b) Adhere to the therapeutic prescriptions;
 - c) Provides medically prescribed treatment when such treatment is related to and authorized through the student's I.E.P.;
 - a) Provides diagnostic evaluations requested by the multi-disciplinary team;
 - b) Provides individual and/or group instruction consistent with IEP goals;
 - f) Provides a safe and caring environment;
 - g) Reports all needed family communication to the Home School Coordinator or Nurse Supervisor;
 - h) Attends planning meetings as requested;
 - i) Instructs aides and colleagues in transferring, positioning, and equipment needs;
 - a) Maintain accurate, complete records as required by law, policy and regulation.
 - b) Follow all policies, directives and memos.
 - c) Follow strict confidentiality.
2. Role on multidisciplinary treatment team
 - a) Assists in interpreting the individual's therapy program to the multi-disciplinary team and counsels on carryover;
 - b) Understands and utilizes perspectives and techniques of other team members in program designs and daily activities;
 - c) Utilizes problem-solving techniques to resolve differences and come to conclusion with team;
 - d) Accords respect and support of each team member;
 - e) Serves as a member of child study teams to generate and review

IEP's;

- c) Prepares all required reports in a complete, timely and professionally written manner.

Working Relationships:

1. A member of a team of professionals;
2. Assumes agency committee responsibilities as necessary;
3. Assumes departmental duties as determined by the department, attend department meetings;
4. Assumes legal responsibility in supervision of students;
5. Willingness to assume duties as assigned.

Performance Appraisal: In accordance with policy on evaluation of Certified Personnel (Policy 5017)

5001f-R

Revised 4-23-03

Revised 5-23-07

Certified Staff (Job Description)

Title: Adaptive Physical Education Teacher

Qualifications:

1. Bachelor's Degree.
2. Adaptive P.E. or P.E. endorsement/certification.
3. Meets Wyoming licensures and certification requirements according to assignment.
4. First Aid, CPR, and approved evidence based model of nonviolent crisis intervention certification.
5. Any additional requirements as established by the Board.

Reports to: Administrative Director or designee

Supervises: Paraprofessionals/educational aides

Terms of Employment: Contract with salary, fringe benefits and work year established by the Board.

Job Goal: To provide a physical education program for each child assigned to promote health, fitness, and leisure skills training.

Performance Responsibilities:

1. Plans a program of study through an IEP that meets the individual needs, interests and abilities of students.
2. Creates an environment that is conducive to learning and appropriate to the maturity and interest of students.
3. Employs instructional methods and materials that are most appropriate for meeting stated objectives.
4. Provides lesson plans, schedules, and reports as required.
5. Assesses the accomplishments and skill levels of students on a regular basis, seeking the assistance of specialists or colleagues as needed.
6. Follows strict confidentiality at all times.
7. Reports all needed family communication to the Administrative Director, School Social Worker, School Counselor, or Nurse Supervisor.
8. Maintains effective and appropriate interpersonal relationship between students, families, and staff.
9. Serves as a member of child study teams.
10. Assists the administration in implementing all policies and rules governing student life and conduct.
11. Assumes the teacher's legal responsibilities in the supervision of students.
12. Assumes an equitable share of responsibility associated with the teaching profession or other planning and professional assignments which may be assigned by the Administrative Director.
13. Maintains good public relations.
14. Follows all policies, directives and memos.
15. Participates in all required meetings and in-service training.
16. Performs other duties as assigned.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of certified personnel.

5001g-R

Revised 4-23-03; Revised 5-23-07; Revised 6-26-13; Revised 4-26-17

Professional Staff Position (Job Description)

Title: Residential Program Supervisor

Qualifications:

1. Four Year Degree in education, social work, psychology, human services, other related areas, or board approval based upon experience.
2. First Aid, CPR and approved evidence based model of nonviolent crisis intervention certification.
3. Any additional requirements as established by the Board.

Reports to: Administrative Director or designee

Supervises: Residential Staff

Terms of Employment: Salary, fringe benefits and work year to be established by Board.

Job Goal: Coordinate, supervise and train residential staff in the care and education of all students residing at BHBCC in accordance with NW BOCES policy and guidelines.

Performance Responsibilities:

1. Maintains a work schedule appropriate to needs of both residential and school programs.
2. Supervises staff in residential programs.
3. Conducts and oversees completion of written evaluations of all residential staff at least annually.
4. Assists with ongoing orientation and in-service training and supervise cottage meetings for residential staff.
5. Coordinates scheduling and staffing for all residential shifts.
6. Assists with interviews of prospective residential employees.
7. Supervises the care of residential equipment and the residential facility.
8. Coordinates the preparation of requisitions for equipment and supplies as required.
9. Assists with preparation of a budget relevant to the residential area.
10. Maintains a quality environment in which the students live and learn.
11. Participates in all required meetings, staff development training, IEP preparation, and progress reports.
12. Facilitates communication between residential staff, school staff, administration, parents, and District/DFS case managers.
13. Carries out programs as directed by educational team.
14. Coordinates residential activities with other departments.
15. Supervises completion of all data collection and accountability instruments.
16. Follows all policies, directives and memos.
17. Follows strict confidentiality at all times.
18. Performs other duties as assigned.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy of professional personnel.

5001h-R

Professional Staff Position (Job Description)

Title: Behavior Specialist

Qualifications:

1. Masters degree with a concentration in emotional disturbance in education, social work, psychology, human services or other related areas.
2. Meet Wyoming licensure and certification requirements according to assignment.
3. First Aid, CPR and approved evidence based model of nonviolent crisis intervention certification.
4. At least one year of experience in working with emotionally disturbed and/or multi-disabled students is desirable.
5. Any additional requirements as established by the Board.

Reports to: Administrative Director or designee.

Terms of Employment: Salary, fringe benefits and work year to be established by Board.

Job Goal: Coordinate services and train staff in accordance with the NWBOCES Program.

Performance Responsibilities:

1. Maintains a work schedule appropriate to the needs of the program.
2. Assists with ongoing orientation and in-service training.
3. Revises the NWBOCES ED Program Manual as needed.
4. Participates in all required meetings, in-service training and IEP preparation.
5. Facilitates communication between residential staff, school staff, therapists, administration and parents.
6. Coordinates residential and school activity requests with all relevant departments.
7. Provides daily social skills activities and facilitates group.
8. Supervises completion of all data collection and accountability instruments.
9. Assists in the preparation of requisitions and supplies as needed.
10. Assists in maintaining a quality environment in which the students live and learn.
11. Coordinates the Seclusion Room Review Team members and meeting dates.
12. Follows all policies, directives and memorandums.
13. Follows strict confidentiality at all times.
14. Performs other related duties as requested.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy of professional personnel. (5017)

5001i-R

Professional Staff (Job Description)

Title: Business Manager

Qualifications:

1. A Bachelor's Degree in Business Administration or Accounting or a Bachelor's Degree in a composite business major with two years experience in either business or school administration.
2. Any additional requirements as established by the Board.

Reports to: Administrative Director or designee

Supervises: Business Office Staff

Terms of Employment: According to the needs of the NWBOCES with salary and fringe benefits established by the Board.

Job Goal: To administer the business affairs in such a way as to provide the best possible educational and cooperative programs.

Performance Responsibilities:

1. Administers the financial affairs of the NWBOCES.
2. Prepares financial, tax, and other reports as required by State and Federal agencies having jurisdiction over NWBOCES funds.
3. Compiles necessary statistical data for the preparation of the fiscal budget.
4. Assists the Administrative Director in the preparation of the budget and administers a budget control program.
5. Arranges for the internal and external auditing of accounts.
6. Develops new accounting methods as desirable and necessary.
7. Supervises data processing procedures to provide management information, evaluation techniques, and long-range forecasts.
8. Assumes responsibility for the supervision and job status of business office personnel.
9. Develops in-service training program or schedules conference attendance for business office personnel.
10. Oversees the administration and operation of various employee benefit programs.
11. Develops and administers a program for purchasing all supplies, materials, and equipment for the NWBOCES.
12. Supervises storage and distribution of supplies and equipment.
13. Develops and administers the operation of perpetual inventory systems.
14. Compiles financial information into reports for administration when requested and for monthly reports to the Board.
15. Designs and implements programs and controls to prevent and detect fraud.
16. Advises the Administrative Director on business and financial questions.
17. Follows all policies, directives, and memos.
18. Follows strict confidentiality at all times.
19. Performs all other duties as required.

Evaluation: Performance will be evaluated annually in accordance with provisions of the Board's policy of professional personnel. (5017)

5001j-R

Certified Staff Position (Job Description)

Title: Nurse Supervisor

Qualifications:

1. Meet Wyoming licensure and certification as a School Nurse.
2. First Aid, CPR and approved evidence based model of nonviolent crisis intervention certification.
3. Any additional requirements as established by the Board.

Reports to: Administrative Director or designee

Supervise: Nursing Staff

Terms of Employment: Contract with salary, fringe benefits, and work year to be established by the Board.

Job Goal: To provide the best possible educational and residential opportunity for each student by minimizing absence due to illness and creating a climate of health and wellbeing in the school and residential programs.

Performance Responsibility:

1. Supervisory Nurse for all nurses and staff involving medical care and hold timely and scheduled meetings with medical staff.
2. Refers and follows up on students in need of medical and dental care to their parents, other appropriate persons and administration.
3. Conducts or refers for services: school health, dental, vision, immunizations, annual physicals and general health observations and screenings.
4. Maintains up-to-date records on immunizations, height/weight, medications, physician's orders, yearly physical examinations (by child's physician), and any other pertinent medical data obtainable.
5. Provides staff training and establishes procedures in CPR, First Aid, Medication Administration, Emergency Procedures, Infection Control.
6. Maintains effective and appropriate interpersonal relationships between students, family and staff.
7. Works with Administrative Director regarding student medical and health needs and further medical intervention needed.
8. Advises on modification of the educational program to meet health needs of individual students in accordance with recommendations from student's physician.
9. Participates in all required meetings and in-service training.
10. Is responsible for the care of a student or staff member who has suffered injury or emergency illness and prepares reports as requested by the administration as required by the State Board of Health.
11. Provides recommendations of exclusion and re-admission of students in connection with infectious and contagious diseases.
12. Conducts care plan meetings as needed.
13. Reviews reports from cottage each morning and acts on any reported problems.
14. Is aware of available community resources and serves as school liaison on health issues.
15. Provides resource material and instruction to school personnel for classroom use in health education.
16. Is available as a professional resource for staff wellness and health concerns.
17. Refers to service and keeps records of staff TB tests and hepatitis immunizations.
18. Follows strict confidentiality at all times.
19. Follows all policies, directives and memos.
20. Performs other duties as assigned.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of certified personnel. (5017)

5001k-R

Certified Staff Position (Job Description)

Title: Program Director/Principal

Qualifications:

1. Master's Degree in Social Work, Counseling, Education, Administration, or related field.
2. At least one year of experience in a school or treatment facility setting.
3. Meet Wyoming licensure and certification requirements according to assignment.
4. First Aid, CPR and approved evidence based model of nonviolent crisis intervention certification.
5. Any additional requirements as established by the board.

Reports to: Administrative Director

Supervises: Certified and classified staff as determined by the Administrative Director.

Terms of Employment: Contract with salary, benefits and work year to be established by Board.

Job Goals: To provide leadership, direction, and management of the school and residential program. Liaison with the district, social service agencies, administration, state offices, community, and parents. As a part of the total educational team, working together with other disciplines, board, pupils parents, administrators, teachers, and other school staff.

Performance Responsibilities:

1. Develop goals and objectives, recommending priorities to provide a quality educational program for all children served by the cooperative.
2. Appraise and evaluate the programs and initiate revisions as needed.
3. Work cooperatively with administrations to develop special programs related to the service function of the cooperative.
4. Assists with supervision and evaluation of support staff, and classified staff within the school and residential programs.
5. Assists with advertising, interviewing and hiring of all staff positions.
6. Supervise referral evaluations and the follow-up process including: (a) child study committee meeting, (b) I.E.P. generation and review, (c) reports to all districts.
7. Reports the development and implementation of the instructional program.
8. Provide leadership of the public relations program as it seeks to inform member school districts and community agencies about needs and achievements of the cooperative.
9. Approve purchase orders as directed by Administration.
10. Review and sign all school staff time cards for semi-monthly Payroll as directed by Administrative Director.
11. Advise staff on personnel development training opportunities.
12. Receive potential student referrals and follow up with information, tours and needed resources.
13. Schedule IEP and re-evaluation meetings.
14. Assist the Administrative Director with planning and implementing staff in-service training.
15. Assist Administrative Director with budget and spending monitoring.
16. Monitor student and personnel records filing to meet SDE and legal Guidelines.
17. Oversee scheduling of substitutes.
18. Oversees preparation of Division of Criminal Investigation (DCI) and Department of Family Services (DFS) background checks on all new employees.
19. Work with individuals on equipment and facilities rental and/or use.
20. Follow strict confidentiality at all times.
21. Follows all policies, directives and memos.
22. Participate in all required meetings and in-service training.
23. Other duties as assigned.

Evaluation: Performance of the job will be evaluated annually in accordance with provision of the Board's policy on evaluation of certified personnel.

50011-R

Certified Staff Position (Job Description)

Title: Assistive Technology Coordinator

Qualifications:

1. Degree in Associates of Applied Science of Assistive Technology (A.A.S.A.T.)
2. One year experience working with individuals with disabilities and Assistive Technology.
3. First Aid and CPR certification.
4. Any additional requirements as established by the Board.

Reports to: Administrative Director

Terms of Employment: Contract with salary, fringe benefits and work year established by the Board.

Job Goals: To operate and maintain a functioning Assistive Technology Program. This program will offer services and resources to individuals with disabilities to gain or maintain a better quality of life through the use of assistive technology. This program will operate throughout the local and statewide area, providing AT services to individuals with varying disabilities.

Performance Responsibilities:

1. Prepare and maintain the office, library, and assessment areas of the AT center.
2. Schedule all AT services for clients.
3. Prepare and deliver all AT reports in a timely manner.
4. Maintain professional contacts with school districts, therapists, case workers, DVR, and other state agencies regarding the AT program.
5. Assist in the presentation and dissemination of marketing strategies.
6. Prepare and deliver professional presentations regionally and statewide.
7. Attend NW BOCES meetings as required.
8. Consult, collaborate, and participate in student assessments when requested.
9. Attend IEP meetings and contribute to the development of student plans as appropriate.
10. Keep sufficient records of cases for use by staff and outside agencies as appropriate.
11. Contribute to the overall growth and development of the AT program.
12. Demonstrate and maintain a professional and ethical behavior at all times.
13. Follow all policies, directives and memos.
14. Adhere to all safety procedures.
15. Protect the client's rights to confidentiality.

Evaluation: Performance of the job will be evaluated annually in accordance with provision of the Board's policy on evaluation of certified personnel.

5001m-R

Revised 4-23-03

Certified Staff Position (Job Description)

Title: Physical Therapist

Qualifications:

1. Graduate of an approved school
2. Wyoming Physical Therapist License and meet any WDE certification requirements.
1. Knowledge of Wyoming Rules & Regulations governing services for children with Disabilities
2. Familiarity with multidisciplinary approaches to intervention and habilitation.

Reports to: Program Director

Supervises: Therapy Aide

Terms of Employment: As per contract

Job Goals: To design and implement an integrated therapeutic program for each assigned child that will promote learning and a positive self-image, reflecting Big Horn Basin Children's Center values as defined in the Mission Statement, policies, procedures and operations.

Performance Responsibilities:

1. Direct services to children
 - a) Plans a program of therapy that meets individual needs, interests and abilities of students;
 - b) Adhere to the therapeutic prescriptions;
 - c) Provides medically prescribed treatment when such treatment is related to and authorized through the student's I.E.P.;
 - d) Provides diagnostic evaluations requested by the multi-disciplinary team;
 - e) Provides individual and/or group instruction consistent with I.E.P. goals;
 - f) Provides a safe and caring environment;
 - g) Reports all needed family communication to the Home School Coordinator or Nurse Supervisor;
 - h) Attends planning meetings as requested;
 - i) Instructs aides and colleagues in transferring, positioning, and equipment needs;
 - j) Maintain accurate, complete records as required by law, policy and regulation.
 - k) Follow policies, directives and memos
 - l) Follow strict confidentiality.
2. Role on multidisciplinary treatment team
 - a) Assists in interpreting the individual's therapy program to the multidisciplinary team and counsels on carryover;
 - b) Understands and utilizes perspectives and techniques of other team members in program designs and daily activities;
 - c) Utilizes problem-solving techniques to resolve differences and come to conclusion with team;
 - d) Accords respect and support of each team member;
 - e) Serves as a member of child study teams to generate and review I.E.P.'s;
 - f) Prepares all required reports in a complete, timely and professionally written manner.

Working Relationships:

1. A member of a team of professionals;
2. Assumes agency committee responsibilities as necessary;
3. Assumes departmental duties as determined by the department, attend department meetings;
4. Assumes legal responsibility in supervision of students;
5. Willingness to assume duties as assigned.

Performance Appraisal: In accordance with policy on evaluation of Certified Personnel (Policy 5017)

5001n-R

Revised 4-23-03

Revised 5-23-07

Certified Staff Position (Job Description)

Title: School Counselor/School Social Worker

Qualifications:

1. Master's Degree preferred, Bachelor's Degree in Social Work or Counseling.
2. Meet any Wyoming state certification requirements.
3. First Aid, CPR and approved evidence based model of nonviolent crisis intervention certification.
4. At least one year of experience in working with emotionally disturbed and/or multi-disabled students is desirable.
5. Background in education.
6. Any additional requirements as established by the Board.

Reports to: Administrative Director or designee

Terms of Employment: Contract with salary, fringe benefits and work year established by Board.

Job Goal: To work as a part of the total educational team, with students , parents, administrators, school district personnel, teachers, DFS case managers, and other NWBOCES staff. To help coordinate programs and communications which will help students resolve such personal, emotional, social, and academic problems that interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered them.

Performance Responsibilities:

1. Performs casework service with individual or groups of students to correct those social or emotional maladjustments related to their educational and social progress.
2. Performs casework service with parents as an integral part of the task of helping students, to increase the parent's understanding, their constructive participation in resolving their child's problems, and the knowledge and use of appropriate resources available.
3. Consults and collaborates with other school personnel in gathering and giving information on a case, and in establishing and planning for respective roles in the modification of the student's behavior and academic progress.
4. When appropriate, makes class observations and interviews.
5. Assists in the referral to and serves as liaison with such outside agencies such as the School Districts, Department of Family Services, Juvenile Court, Psychological Counseling Service, DVR, Social Security, Children's Waiver, respite care, etc.
6. Assists families and students with transition service needs prior to program completion.
7. Participates in all required meetings and in-service trainings.
8. Keeps sufficient records of cases for use by school staff members and outside agencies, when appropriate.
9. As appropriate, completes Social/Family History and/or behavioral assessments as part of the evaluation and annual IEP coordination.
10. Follows strict confidentiality at all times.
11. Follows all policies, directives and memos.
12. Performs other duties as assigned.

Evaluation: Performance of the job will be evaluated annually in accordance with provision of the Board's policy on evaluation of certified personnel.

5001o-R