

JOB DESCRIPTION: ELEMENTARY SCHOOL LEARNING SUPPORT TEACHER

LAST REVIEWED: October 2022

VALID: 2026-28 School Years

JOB POSITION: Elementary School Learning Support Teacher

REPORTS TO: Elementary School Principal

WORKS WITH: School Counselor, Homeroom Teachers, Paraeducators, Specialist Teachers

RESPONSIBILITIES AND DUTIES

Classroom Support

- Collaborate with, as well as provide consultation and support to, classroom/subject teachers to ensure students have access to high quality and effective learning support that meets the needs of each student
- Consult with classroom teachers and the curriculum team regarding materials of instruction, equipment, and instructional strategies appropriate for students with accommodations or adaptations
- Provide input regarding the planning of instructional goals, objectives and methods of instruction for students with accommodations or adaptations
- Utilize effective differentiation, including scaffolding and varied instructional strategies, to support student achievement of learning outcomes as stated in a student's individual program plan
- Ensure consistent implementation of accommodations or adaptations
- Consult and confer regularly with colleagues regarding the educational, social, physical or emotional goals and objectives of all students with accommodations or adaptations and students in the pre-referral stage of the "Individual Educational Planning"(IEP) process.
- Ensure students with IEPs have equitable access to cognitively appropriate academic content and concepts
- Support the implementation of learning support services within the least restrictive environment

IEP Process Coordination

- Facilitate the IEP process (i.e. pre-referral, referral, identification, eligibility, IEP development, IEP implementation, evaluation, and review) ensuring that appropriate documentation and evidence is collected to inform decision-making within and among each step
- Plan and develop student IEPs, maintaining appropriate confidentiality
- Assess student progress toward goals on a regular basis utilizing tests, curriculum measurements and observation skills and/or modified-adapted assessment devices and provide progress reports as required
- Assist in organizing and implementing a continuum of appropriate service delivery options for students with IEPs
- Lead Child Study Team Meetings

Communication

- Communicate with all stakeholders throughout the entire IEP process from pre-referral through evaluation and reviews
- Communicate with parents through conferences, IEP Child Study Team meetings, and other means to discuss student's progress toward IEP goals and IEP revisions, as needed
- Communicate with students when academic and behavioral problems arise, and exchange information regarding appropriate behavior in the learning environment (when appropriate, collaboratively conduct Functional Behavioral Assessments and develop Behavioral Intervention Plans
- Provide support to families regarding strategies to maximize student learning at school and at home

Other

- Remain knowledgeable of current trends and best practices in the field of special education
- Improve his/her own professional practice through pursuing on-going and diverse professional development
- Attend and actively participate in faculty meetings and faculty development priorities
- Perform other duties as assigned

QUALIFICATIONS & REQUIREMENTS

- Bachelor's Degree Education (required); Master's Degree Curriculum and/or Special Education (preferred)
- Valid teaching certificate or proof of qualified teacher status (required)
- A strong foundation in learning support/special education and differentiation (required); experience coordinating Individual Educational Plan processes (preferred)
- Classroom Teaching experience (Elementary level)
- Experience working in a bilingual setting (preferred)
- Fluent in communicating in English and Chinese (required)