



SHELTON PUBLIC SCHOOLS

SPECIAL EDUCATION TUTOR

Reports To: Special Education Case Manager

Terms of Employment: Work year in accordance with student calendar (181 days) for 2015-2016; up to 29 hours per week

Salary: \$22.00 Hourly

JOB GOAL:

The Special Education Tutor will provide individualized and small group instruction for students

RESPONSIBILITIES:

- Conducts individual and small, flexible group instruction to reinforce skills.
- Circulates around the classroom and assists students as needed.
- Provides individualized student support as specified in students' individualized education plans (IEP's).
- Observes and records students' academic and behavior data.
- Assists the classroom teacher with instruction and behavior management.
- Assists the classroom teacher and/or special education teacher in the implementation of testing accommodations.
- Collaborates with case manager, special education teacher, general education teacher and related service providers regarding student progress.
- Models strategies that students will learn to implement on their own, including but not limited to: test taking strategies, organizational skills, etc.
- Accommodates and or/modifies instructional materials in accordance with the student IEP and case manager and/or classroom teacher guidance.
- Participates in professional development opportunities offered by the School District.
- Communicates pertinent student information to the case manager in a timely manner.
- Supports new and ongoing School District initiatives such as least restrictive environment, positive behavior support and literacy initiatives.
- Works cooperatively with the supervisor of special education, building administrator, case manager and other team members.
- Assists teachers and student services providers in improving instruction and services.
- Adheres to all Board of Education policies and procedures.
- Maintains ethical professional behavior and observes all requirements regarding confidentiality of student information.
- Performs other duties as assigned by the principal or headmaster.

REQUIREMENTS:

- **Bachelors degree required**, special education teacher certification preferred, **transcripts must be submitted with application.**
- Experience with students in a school setting.
- Ability to maintain effective working relationships.
- Superior organizational, oral and written communication skills.
- Knowledge of school district organization preferred.
- Demonstrated commitment to school/department “team” concept and the success of the School District.
- Ability to maintain excellent punctuality and attendance.
- Computer literate.

CCP 11/09/15