

**Livingston Parish Public Schools
Job Description**

Title: *Director of Curriculum*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Superintendent/Designee

Job Goal: To design, implement and evaluate the general instructional program so that each student may derive the greater and personal benefit from the learning experience.

Performance Responsibilities:

1. The leader shall implement an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective Teaching.
2. Serves under the immediate direction of the Superintendent and is responsible for the organization, administration, and supervision of the general instructional program of the parish schools.
3. Is responsible for programs to improve methods and techniques of teaching and providing of adequate in-service training.
4. Is responsible for the observation/evaluation process for instructional personnel.
5. Is available as technical advisor and resource person to assist principals in matters pertaining to instruction and assists teachers in locating materials, supplies, teaching aides, etc.
6. Is active in the evaluation and professional growth of school personnel.
7. Monitors teacher' performance, develops standards of effective teaching which will assist in the improvement of instruction, growth, and development of teachers, while at the same time conserving the teachers' energies and abilities.
8. Ensures that the curriculum, as prescribed by law, is established in the parish schools and shall help to develop other curricula to fit the purposes and needs of individual pupils and schools.
9. Performs the following:
 - a. Is responsible for the monitoring of schools' master schedules.
 - b. Is responsible for annual school reports.
 - c. Acts as consultant in the selection of textbooks.
 - d. Is responsible for all committees on the parish level in matters related to the general instructional program.
 - e. Keeps the Superintendent informed of the progress of the general instructional programs in the parish schools.
 - f. Sees that all rules and regulations of the Board and policies of the Superintendent are properly enforced and observed within their areas.
 - g. Performs other duties as assigned by the Superintendent.
10. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
11. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
12. Conducts a continuing survey of programs in individual schools "to the end that improvement may be made in the curriculum, in instruction, in record keeping, in promotion and classification of pupils, in professional attitudes toward school work, in school management, and in school and community cooperation."
13. Completes Professional Growth Plan.

Terms of Employment: 240 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel by the Superintendent.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Supervisor of Instruction*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Superintendent/Designee

Job Goal: To achieve and maintain standards of excellence in teaching so that each student may derive the greater and personal benefit from the learning experience.

Performance Responsibilities:

1. The leader shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Serves under the immediate direction of the Superintendent and is responsible for the organization, administration, and supervision of the total instructional program of the parish schools.
3. Assists teachers to improve their methods and techniques of teaching by observation of work and by providing adequate in-service training.
4. Inform principals of their observations and impressions following visits to the classrooms and makes recommendations, where necessary for improving the work of the teacher visited.
5. Is available as technical advisor and resource person to assist principals in matters pertaining to instruction and assists teachers in locating materials, supplies, teaching aides, etc.
6. Monitors teacher performance and develops standards of teaching efficiently that will assist in the improvement of instruction, growth, and development of teachers, while at the same time conserving the teachers' energies and abilities.
7. Ensures that the curricula, as prescribed by law, is established in the parish schools and shall help to develop other curricula to fit the purposes and needs of individual pupils and schools.
8. Performs the following:
 - Checks and /or modifies all daily teaching schedules
 - Compiles annual school reports.
 - Acts as consultants in the selection of textbooks.
 - Keeps the Superintendent informed of the progress of the instructional program in the parish schools.
 - Sees that all rules and regulations of the Board and policies of the Superintendent are properly enforced and observed within their areas.
 - Performs other duties as assigned by the Superintendent.
9. Conducts a continuing survey of programs in individual schools "to the end that improvement may be made in the curriculum, in instruction, in record keeping, in promotion and classification of pupils, in professional attitudes toward school work, in school management, and school and community cooperation."
10. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
11. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
12. Completes Professional Growth Plan.

Terms of Employment: 240 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Curriculum Coordinator*

Qualifications: Valid Louisiana Teacher's Certificate

Evaluator: Assigned Supervisor of Instruction

Job Goal: To help teacher translate curriculum goals and objectives into meaningful learning experiences for each individual.

Performance Responsibilities:

1. Assists with implementing an educational program responsive to student needs according to state and local policy, and the Louisiana Leader Rubric.
2. Meets with assigned school leaders and teachers to interpret and help implement the district's curriculum and evaluation of teachers with the Louisiana Components of Effective Teaching and the Louisiana Educator Rubric.
3. Observes and conferences with assigned teachers.
4. Assists teachers at their request in organizing classrooms for effective learning.
5. Serves as a consultant in the selection of instructional supplies, equipment, and books.
6. Assists in planning workshops and other in-service programs for helping to raise the level of instructional performance.
7. Recommends ways in which the curriculum can be adjusted to meet the special learning needs of exceptional children.
8. Participates in proposed and ongoing curriculum development projects and Parish curriculum guides.
9. Serves as advisor and special consultant to probationary teachers.
10. Helps plan and carry out staff curriculum meetings, PLC/ILT, and curriculum trainings.
11. Advises in the placement of grouping of children.
12. Engages as assigned in research related to curriculum development.
13. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
14. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
15. Completes Professional Growth Plan.
16. Performs other duties as assigned by the Superintendent.

Terms of Employment: 212 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Supervisor of Personnel/Human Resources*

Qualifications: Same as Supervisor of Instruction in Bulletin #746

Evaluator: Superintendent/Designee

Job Goal: To recruit certified and classified personnel of a sufficient caliber of excellence as to insure consistently high educational benefits to each student in the district.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Plans, coordinates and participates in the recruitment of certified and classified staff members.
3. Screens and processes applications of candidates.
4. Works with principals in the selection, assignment and evaluation of personnel.
5. Administers those phases of the personnel program which include records, reports, contract, benefit programs and certification.
6. Interviews and recommends to the superintendent applicants for appointment and for presentation to the Board.
7. Interprets existing personnel policies and regulations to the staff, and makes recommendations concerning the formulation of policies and regulations.
8. Counsels with employees to resolve complaints, difficulties, and other matters related to personnel management, and works with principals on difficult or sensitive personnel matters.
9. Develops and maintains a system for personnel records for all school employees, in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, promotion, etc.
10. Prepares and maintains statistical information on all personnel, and submits the necessary statistical reports to the State Department of Education and to the Board.
11. Initiates and coordinates an orientation program for new teachers.
12. Advises professional personnel on retirement procedures.
13. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
14. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
15. Completes Professional Growth Plan.
16. Performs such other task and assumes such other responsibilities as assigned by the Superintendent.

Terms of Employment: 240 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Supervisor/Director of Special Education/Child Search Coordinator*

Qualifications: As established by the State Board of Elementary and Secondary Education in Bulletin #746

Evaluator: Superintendent/Designee

Job Goal: To supervise over all special education programs and special education personnel to insure a continuous program to meet special education needs.

Performance Responsibilities:

1. The leader shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Defines all goals and objectives; interprets and administers the special education program.
3. Recommends policies and develops projects which affect special education.
4. Prepares and administers the budget for the special education program.
5. Coordinates planning and development of curricula, educational materials and instruction for special education.
6. Develops, plans, and provides leadership in the development of special education programs for the parish.
7. Interprets and provides guidelines to insure compliance with parish policies and state and federal laws and regulations.
8. Provides liaison with state and federal governmental agencies and business, labor and industry leaders.
9. Represents the Superintendent in professional committees, panels, seminars, and meetings at state, regional, and national levels.
10. Coordinates special education requirements with inter and intra departmental agencies in the Parish.
11. Evaluates effectiveness of the special education programs and services within the state.
12. Plans and conducts in-service meetings and seminars.
13. Serves as the certified Child Search Coordinator by:
 - a. Developing and submitting with the LEA application for IDEA funds, a Child Search annual plan in accordance with parish procedures.
 - b. Conducting all child search activities in a timely manner.
 - c. Attending and participating in both regional and state Child Search meetings and in the state in-service/meetings, surveys, and needs assessments to meet the requirements of Child Search in the State Plan.
 - d. Completing the required quarterly report on the state form and accurately identifying completed activities and goals.
 - e. Evaluating the achievements of goals and activities.
 - f. Developing a dissemination list of names, addresses, and telephone number of agencies, community groups and others involved and/or interested in service to the birth-through-21 age group. This will include entities such as public and nonpublic schools, physicians, hospitals, SAE agencies, and parent groups.
14. Performs other duties as assigned by the Superintendent.
15. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
16. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
15. Completes Professional Growth Plan.

Terms of Employment: 240 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Teacher of Special Education*

Qualifications: As established by the State Board of Elementary and Secondary Education in Bulletin #746

Evaluator: Principal or assigned level designee

Job Goal: To provide each special education student with a program that will enable him/her to reach his/her fullest physical, emotional, psychological, and behavioral potential as indicated by IEP Goals and Objectives.

Performance Responsibilities:

1. The teacher shall implement an educational program responsive to student needs according to state and local policy, including the Louisiana Components of Effective Teaching and the Louisiana Educator Rubric as applicable.
2. Responsible for student academic growth within the classroom as determined by Student Learning Targets and state assessments.
3. Provides a basic core program for special education students consistent with state education code requirements that meet the individual needs, interests, and abilities of students.
4. Meets and instructs assigned classes in the locations and at the times designated.
5. Coordinates and supervises community-based and on-campus job-training program involving the special education students as applicable.
6. Sets and maintains acceptable standards of classroom behavior and assists other professional staff members in resolving the unique psychological or disciplinary problems of such students.
7. Works cooperatively with classroom teachers and paraprofessionals who have special education students in regular classes, interpreting the abilities and disabilities of these students and assisting the students with regular class assignments.
8. Confers frequently with parents and professional staff members regarding the educational, social, and personal problems of such students.
9. Assists in recommending placement of applicants in the school's special education program.
10. Counsels individuals and groups of special education students with educational, occupational, and personal problems.
11. Assists the special education students in making a realistic assessment of their abilities and in establishing educational and occupational goals in keeping with their abilities.
12. Provides motivation to students who have a short attention span.
13. Attends and participates in faculty meetings, training sessions, PLC/ILT meetings, parent-teacher conferences and board committee meetings as requested by the principal or Special Education supervisor.
14. Maintains accurate, complete, and up to date records pertinent to the special education program as required by law, district policy, and administrative regulations including but not limited to lesson plans, attendance, graded assignments and grades.
15. Evaluates student progress on a regular basis.
16. Assumes a professional attitude in dealing with students, parents, and colleagues.
17. Demonstrates professional decorum in speech, personal characteristics, and dress and grooming.
18. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
19. Prepares for classes assigned and shows written evidence of preparation.
20. Assumes responsibility for non-instructional assignments and activities such as Open House, Literacy/Math night, graduation, and other school wide events.
21. Accepts the responsibilities of writing an individual education plan for each special education student.
22. Assist in upholding and enforcing school rules, administrative regulation, and Board Policy including supervision of students during drop off/pickup, lunch recess, assemblies, transition between classes or other locations as assigned by the principal.
23. Completes Professional Growth Plan.
24. Performs other duties as assigned by the Principal that enhance the assigned job duties including but not limited to staff committees, professional growth, and/or extracurricular activities.
25. Attend and work concessions/gates of athletic events, dances, etc. Attend meetings and activities for clubs or groups at the request of the principal or designee.
26. Use relevant technology to support and differentiate learning.

Terms of Employment: 182 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board. Exempt employee

Evaluation: Domains and Standards of Effective Teaching may be used for Teacher Evaluation in conjunction with student academic growth.

Physical Requirements See Appendix C

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Livingston Parish Public Schools Job Description

Title: *Special Education Transition Coordinator*

Qualifications:

1. Hold a valid Louisiana Teacher's Certificate.
2. Hold a Master's Degree from a regionally accredited institution.
3. Have a minimum of five (5) years teaching experience in special education or related field.
4. Hold a Louisiana certification in one area of special education, preferably two.
5. Knowledge of procedures utilized in developing Individualized Education Programs (IEPs)

Evaluator: Supervisor/Director of Special Education or direct level supervisor

Job Goal: Coordination of transition activities, general supervision of special education teachers and curriculum coordination to ensure special education students the benefit of their education.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Assists in planning and implementing community-based instruction, vocational instruction and transitional activities.
3. Assist special education teachers in the development of IEPs for the students they serve.
4. Works in conjunction with IEP facilitators to correlate additional activities to implement special education rules and regulations associated with state and federal laws.
1. Serves as a resource person to assist teachers, principals, counselors, and other school personnel in matters pertaining to special education.
2. Assist in the development of instructional plans and educational materials (including giving teachers assistance in the ordering of materials and organizing new classes.)
7. Observes special education teachers and additionally, observe and evaluate those teachers assigned by the Supervisor/Director of Special Education (i.e., itinerant personnel).
8. Assist with special education programming and projects i.e., reports, records, and dissemination of materials.
9. Attends IEP meetings when requested.
10. Correlates agency participation through core team meetings, parent meetings, and student meetings.
11. Communicates with parents and/or administrators regarding the implementation of the IEP and other issues.
12. Develops knowledge of current state law regarding graduation options.
13. Completes Professional Growth Plan and Self-Evaluation.
14. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
15. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
16. Performs other duties as assigned by the Supervisor/Director of Special Education and/or Superintendent.

Terms of Employment: 212 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Educational Diagnostician*

Qualifications: As established by the State Board of Assessment in Bulletin #746.

Evaluator: Director of Special Education/Child Search Coordinator or Designee

Job Goal: To enable students to derive educational experience from school by providing a full range of educational assessment services to students in need of such assistance.

Performance Responsibilities:

1. The leader shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Teacher Rubric and the Louisiana Components of Effective teaching.
2. Explains and interprets educational assessment services to parents, teachers, principals, and other members of the parish school system.
3. Assists teachers and other school personnel in the design and implementation of educational interventions for referred pupils.
4. Evaluates as a member of the multidisciplinary team and in accordance with the guidelines set forth in Bulletin #1508.
5. Functions as evaluation coordinator for designated referred students.
6. Participates in special education eligibility determinations and IEP meetings.
7. Interprets assessment findings to parents, teachers, principals, and other professional parish personnel and responsible practitioners outside the school.
8. Confers with parents, teachers, principals, the director of special education and other parish professional staff whenever necessary on matters relative to assessment, exceptional children, learning, child development, and any other areas within the expertise of the educational diagnostician.
9. Provides or assists in the provision of in-service training of school personnel on such topics as: pupil appraisal; exceptional children; learning; classroom management; intervention techniques; and other areas of responsibility or expertise.
10. Maintains accurate case records on all clients regarding their referrals, evaluation, and any other services provided by the educational diagnostician in accordance with the requirements of local, state and federal laws, regulations, and/or policies.
11. Provides a written report of any educational evaluation or other services provided to clients.
12. Attends staff, professional, and interagency meetings scheduled and/or approved.
13. Keeps abreast of new developments in the area of educational assessment and keeps other appropriate school personnel informed of the same.
14. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
15. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
16. Completes Professional Growth Plan.
17. Performs all other duties and assumes other responsibilities as assigned by the Director of Special Education and/or assigned supervisor.

Terms of Employment: 202 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Speech and Language Pathologist*

Qualifications: As set by the State Board of Elementary and Secondary Education in Bulletin #746.

Evaluator: Supervisor/Director of Special Education/Child Search or Designee

Job Goal: To help reduce or eliminate speech and hearing impediments that interferes with the individual student's ability to derive benefit from the district's educational program.

Performance Responsibilities:

1. Shall implement an educational program responsive to student needs according to state and local policy, including the Louisiana Components of Effective Teaching, the Louisiana Leader Rubric, and the Louisiana Educator Rubric as applicable.
2. Serves as a resource to school staff members in the development of a balanced program for oral communication and speech improvement.
3. Provides a therapeutic program to meet individual needs of speech and hearing deficits.
4. Assists and guides teachers in observing, describing, and referring suspected and identified speech and language impairments.
5. Provides a thorough assessment and diagnosis of speech, voice, hearing, and language impairments.
6. Provides screening to identify speech handicapped children at regular intervals and at specified levels.
7. Assists in proper referrals of individual to agencies and specialists in the community as appropriate.
8. Provides appropriate individualized programs of therapy to meet individual students' needs and corrects existing speech or language deficits.
9. Collaborates with classroom teachers and parents to implement therapy by providing suggestions for the student's daily activities.
10. Provides information, support, and counseling to parents and families when appropriate.
11. Provides in-serve education and serves as a consultant to teachers and school members on topics concerning speech improvement.
12. Keep thorough, ongoing records of the individual student receiving therapy or other school-provided speech services.
13. Maintains lists of referred, screened, and eligible students, as well as a directory of outside agencies, consultants, specialists, and related services.
14. Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies.
15. Maintains proper student discipline in the classroom and not-classroom settings including supervision during drop off/pick up, lunch, recess, assemblies, transition between classes or other locations assigned by the principal or designee.
16. Assumes responsibility for non-instructional assignments and activities such as Open House, Literacy/Math night, graduation, and other school wide events.
17. Completes Professional Growth Plan.
18. Attend and work concessions/gates of athletic events, dances, etc. Attend meetings and functions of activities, clubs or groups at the request of principal or designee
19. Performs other duties as assigned by the Superintendent or their designee.

Terms of Employment: 182 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____
**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Teacher of Special Education (Itinerant Preschool Teachers)*

Qualifications: As established by the State Board of Elementary and Secondary Education in Bulletin #746

Evaluator: Principal or Assigned Supervisor

Job Goal: To provide each special education student with a program that will enable him/her to reach his/her educational, physical, emotional, psychological, and behavioral potential.

Performance Responsibilities:

1. The teacher shall implement an educational program responsive to student needs according state and local policy, including the Louisiana Components of Effective Teaching and the Louisiana Educator Rubric as applicable.
2. Provides a basic core program for preschool special education students consistent with state education code requirements that meet the individual needs, interests, and abilities of students.
3. Works with preschool students in the locations and at the times assigned (primarily in the home).
4. Confers frequently with parents and professional staff members regarding the educational, social, and personal needs of students.
5. Assists in screening, evaluating, and recommending placement of applicants in the school's special education program.
6. Assists the special education students in making a realistic assessment of his/her abilities and in establishing educational goals in keeping with these abilities.
7. Undertakes continuing professional study in the psychology of the special education student, in teaching methods related to this field, and attends and participates in meetings as required.
8. Maintains accurate and complete records pertinent to the special education program as required by law, district policy, and administrative regulations.
9. Evaluates student progress on a regular basis.
10. Assumes a professional attitude in dealing with students, parents, and colleagues.
11. Demonstrates professional decorum in speech, personal characteristics, dress and grooming.
12. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervisor.
14. Accepts the responsibilities of writing an individual education plan for each special education student.
15. Attend and work concessions/gates of athletic events, dances, etc. Attend meetings and activities for clubs or groups at the request of the principal or designee.
16. Assumes responsibility for non-instructional assignments and activities such as Open House, Literacy/Math night, graduation, and other school wide events.
17. Attends and participates in faculty meetings, training sessions, PLC/ILT meetings, parent-teacher conferences and board Committee meetings as requested by the principal or Special Education supervisor.
18. Completes Professional Growth Plan.
19. Performs other duties as assigned by the principal or assigned supervisor that enhance the assigned job duties including but not limited to staff committees, professional growth, and/or extracurricular activities.

Terms of Employment: 182 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Domains and Components of Effective Teaching may be used for Teacher Evaluation in conjunction with student academic growth.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Adapted Physical Education Teacher*

Qualifications: As established by the State Board of Elementary and Secondary Education in Bulletin #746.

Evaluator: Supervisor/Director of Special Education/Child Search Coordinator or Designee.

Job Goal: To provide a modified physical education program to special education students who cannot be fully included in regular physical education classes. The adapted physical education teacher will also serve as a consultant to various faculty members and school personnel.

Performance Responsibilities:

1. The teacher shall implement an educational program responsive to student needs according state and local policy, including the Louisiana Components of Effective Teaching and the Louisiana Educator Rubric as applicable.
2. Performs assessments for inclusion in multidisciplinary evaluations of referred students.
3. Develops long term goals and short-term objectives for each child.
4. Provides an adapted physical education program for each child based on physical needs.
5. Consults with family and other teachers of goals and on-going individual programs.
6. Maintains records as mandated by state, federal and school board guidelines and policies.
7. Provides in-services to aides, attendants and teachers upon request
8. Maintains proper student discipline in classrooms and non-classroom settings Policy including supervision of students during drop off/pickup, lunch recess, assemblies, transition between classes or other locations as assigned by the principal.
9. Attends and participates in faculty meetings, training sessions, PLC/ILT meetings, parent-teacher conferences and board/committee meetings as requested by the principal or Special Education supervisor.
10. Assumes responsibility for non-instructional assignments and activities such as Open House, Literacy/Math night, graduation, and other school wide events.
11. Attend and work concessions/gates of athletic events, dances, etc. Attend meetings and activities for clubs or groups at the request of the principal or designee.
12. Completes Professional Growth Plan.
13. Performs other duties as assigned by the Supervisor.

Terms of Employment: 182 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Domains and Components of Effective Teaching may be used for Teacher Evaluation in conjunction with student academic growth.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Speech Coordinator*

- Qualifications:**
1. Holds a valid Louisiana Teacher's Certificate.
 2. Holds a Master's Degree from a regionally accredited institution (LBESPA licensed, ASHA Certificate preferred).
 3. Has a minimum of five (5) years teaching experience in special education or related field.
 4. Holds Louisiana Certification in one or more areas of special education and/or licensure in a related field.
 5. Has knowledge of procedures utilized in developing Individual Education Programs (IEP).
 6. Has knowledge of computers and related technology.

Evaluator: Supervisor/Director of Special Education or direct level designee

Job Goal: To provide technical assistance to special education teachers and related service personnel regarding the web-based IEP. To assist in the coordination of services which are required to identify and service the needs of exceptional students in Livingston Parish and coordinate the parish's Speech Therapy/Audiology Program.

Performance Responsibilities:

1. The leader shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Serves as a consultant for the implementation of web-based IEP.
3. Assists in planning and conducting in-service trainings related to the web-based IEP and speech therapy.
4. Requisition technology for the special education department.
5. Serves as a resource person for teachers, counselors, principals, and other school personnel in matters pertaining to special education.
6. Coordinates the parish's speech therapy/audiology program.
7. Completes professional growth plan and self-evaluation.
8. Oversees Medicaid related duties for LPPS and attends conferences/webinars pertaining to state guidelines and procedures for Medicaid.
9. Redelivers, trains and support staff in Medicaid related topics.
10. Assists special education teachers and speech therapists in the implementation of IEPs.
11. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
12. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
13. All other duties as assigned by the Supervisor/Director of Special Education.

Terms of Employment: 202 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Teacher of the Homebound*

Qualifications: (1) Valid Teacher's certificate.

(2) At least five years successful experience as a classroom teacher.

Evaluator: Supervisor/Director of Special Education/Child Search Coordinator or Designee.

Job Goal: To ensure that every homebound child in the district is capable of benefiting from instruction provided through an ongoing educational program.

Performance Responsibilities:

1. The teacher shall implement an educational program responsive to student needs according state and local policy, including the Louisiana Components of Effective Teaching and the Louisiana Educator Rubric as applicable.
2. Works with members of the special services and pupil personnel teams to identify the educational needs and the physical and learning capabilities of those students assigned to him/her.
3. Devises, with the advice of curriculum specialists, an instructional program for each assigned student receiving homebound instruction on a permanent basis.
4. Devises with the advice of the student's regular teacher or teachers, an instructional program for each assigned student receiving homebound instruction on a temporary basis.
5. Meets with each assigned student on a regularly –scheduled daily basis for the purpose of providing instruction.
6. Acquires personal acquaintanceship with the student's parents or guardians, and works to establish with them an understanding and cooperative relationship based on the student's individual needs.
7. Files written progress reports on each assigned student with the student's parent or guardians. In the case of students temporarily assigned these reports are filed with their regular teacher or teachers.
8. Keeps, maintains, and files such records as the special services director may require. This includes attendance reports, case evaluations, etc.
9. Maintains accurate up to date and complete records, including but not limited to lesson plans, attendance, graded assignments and grades as required by law, district policy and administrative regulation.
10. Assumes responsibility for obtaining textbooks and other teaching materials through the procedures established.
11. Interprets the program for the homebound to the regular district staff and to the community at large as required.
12. Keeps informed of trends and new methods in education for adaptation to the particular needs of homebound instruction.
13. Attend all meetings associated with instruction of students such as training sessions, PLC/ILT meetings, IEP meetings, parent-teacher conferences, and board/committee meetings on request.
14. Completes Professional Growth Plan.
15. Performs such other duties as assigned by the Supervisor/Director of Special Education.

Terms of Employment: 182 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Domains and Components of Effective Teaching may be used for Teacher Evaluation in conjunction with student academic growth.

Physical Requirements See Appendix C

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Special Education Curriculum Coordinator*

Qualifications:

1. Holds a valid Louisiana Teacher's Certificate.
2. Holds a Master's Degree from a regionally accredited institution.
3. Holds Louisiana Certification in Special Education and/or licensure in a related field.
4. Has a minimum of five (5) years teaching experience.
5. Has knowledge of federal, state and local laws, regulations and policies governing the provision of services to IDEA eligible children.
6. Has experience in curriculum development and implementation of curriculum.

Evaluator: Supervisor /Director of Special Education or Designee

Job Goal: To coordinate the curriculum to ensure exceptional students the benefit of their individualized education programs.

Performance Responsibilities:

1. The leader shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Meets with teachers to interpret and help implement the district's curriculum; observes and conferences with assigned teachers.
3. Assists teachers at their request in organizing classrooms for effective learning.
4. Assists in the selection of instructional supplies, equipment, and books.
5. Assists in planning workshops and other in-service programs for helping to raise the level of instructional performance.
6. Recommends ways in which the curriculum can be adjusted to meet the special learning needs of exceptional children. (Including G/T students).
7. Participates in proposed and ongoing curriculum development projects and Parish curriculum guides.
8. Helps plan and carry out staff curriculum meetings.
9. Engages as assigned in research related to curriculum development.
10. Coordinates the Homebound Program for the district.
11. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
12. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
13. Completes Professional Growth Plan.
14. Performs other duties as assigned by the Supervisor/Director of Special Education.

Terms of Employment: 212 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Supervisor of Speech Therapy*

Qualifications: Same as Instructional Supervisor as established by the State Department Bulletin #746.

Additional qualifications include:

- (1) Louisiana Certification in the area of Speech Defective and Hard of Hearing (Speech Pathology);
- (2) A valid license from the Louisiana Board of Examiners for Speech Pathology and Audiology in the area of Speech Pathology.

Evaluator: Supervisor /Director of Special Education /Child Search Coordinator or Designee.

Job Goal: To plan, organize, and administer the speech therapy program of the parish school system. To ensure that all speech impaired students in the school system are provided appropriate therapeutic assistance.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Teacher Rubric and the Louisiana Components of Effective teaching.
2. Coordinates the total parish speech therapy program.
3. Coordinates pupil appraisal services provided by Speech, Hearing, Language Specialists (SHLS).
4. Plans in-service activities for SHLS.
5. Serves as consultant to all parish SHLS.
6. Observes and evaluates the job performance of all parish SHLS.
7. Acts as the officially designated parish representative at IEP placement meetings.
8. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
9. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
10. Completes Professional Growth Plan.
11. Performs other duties as assigned by the Supervisor/Director of Special Education/Child Search Coordinator.

Terms of Employment: (202) Days Annually.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Special Education Vocational Teacher*

Qualifications: (1) Holds a valid Louisiana Teacher's Certificate.
(2) Holds Louisiana Certification in a Vocational Field.

Evaluator: Principal

Job Goal: To provide vocational education/training to secondary special education students in an alternative program.

Performance Responsibilities:

1. The teacher shall implement an educational program responsive to student needs according state and local policy, including the Louisiana Components of Effective Teaching and the Louisiana Educator Rubric as applicable.
2. Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of students.
3. Meets and instructs assigned classes in the location and at times designated.
4. Assesses student skills for various types of vocational settings.
5. Participates in the development of Individual Education Plans and Individual Transition Plans.
6. Bridges the gap between special education and vocational education.
7. Makes job contacts with local industry.
8. Places and supervises students on assigned job sites.
9. Attends and participates in faculty meetings, training sessions, PLC/ILT meetings, parent-teacher conferences and board Committee meetings as requested by the principal or Special Education supervisor.
10. Assumes responsibility for non-instructional assignments and activities such as Open House, Literacy/Math night, graduation, and other school wide events.
11. Develops and monitors inventory of vocational materials and supplies for use by alternative students and their teachers throughout the parish.
12. Maintains proper student discipline in classroom and non-classroom settings including supervision of students during drop off/pickup, lunch recess, assemblies, transition between classes or other locations as assigned by the principal.
13. Attend and work concessions/gates of athletic events, dances, etc. Attend meetings and activities for clubs or groups at the request of the principal or designee.
14. Completes Professional Growth Plan.
15. Performs other duties as assigned by the principal that enhance the assigned job duties including but not limited to staff committees, professional growth, and/or extracurricular activities.

Terms of Employment: (182) Days Annually.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Domains and Components of Effective Teaching may be used for Teacher Evaluation in conjunction with student academic growth.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Special Education Vocational Facilitator*

- Qualifications:**
- (1) Holds a valid Louisiana Type A or Level 1 Teacher's Certificate
 - (2) Holds a Master's Degree from a regionally accredited institution.
 - (3) Holds Louisiana Certification in Special Education and/or licensure in a related field.
 - (4) Has a minimum of five (5) years teaching experience.
 - (5) Has knowledge of procedures utilized in developing IEPs.

Evaluator: Director of Special Education or Designee

Job Goal: To provide transition/vocational guidance and training to junior high and high school special education teachers.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Assesses student skills for various types of vocational settings.
3. Provides in-service and consultation for teachers on developing Transition Plan portion of the IEP.
4. Attends interim and initial IEP's. Attends review IEPs upon request. May serve as ODR at IEP meeting.
5. Assists teachers with the implementation and written documentation of Implementation of Transition Plans.
6. Assist teachers in planning a program of study that meets the individual needs, interests and abilities of students.
7. Makes job contacts with local industry.
8. Assists teachers in placing and supervising students on assigned job sites.
9. Develops and maintains inventory of transition/vocational materials and supplies for use by special education students and their teachers throughout the parish.
10. Works closely with the transition coordinator to enable teachers to plan effective and efficient transition so that all students are prepared for the postsecondary activities of their reference.
11. Works closely with transition coordinator in correlating agency participation through core team meetings, parent meetings and student meetings.
12. Assists with the implementation of the Functional Life Skills program for students participating in Alternate assessment and working towards a Certificate of Achievement.
13. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
14. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
15. Completes Professional Growth Plan.
16. Performs other duties as assigned by the Director of Special Education.

Terms of Employment: 202 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

Livingston Parish Public Schools

Job Description

Title: *IEP Facilitator*

Qualifications:

- Holds a valid Louisiana Teacher's Certificate
- Holds a Master's Degree from an accredited college or university.
- Has a minimum of five (5) years teaching experience in the field of special education or in a related field.
- Holds certification in an area of special education, preferably two.
- Has knowledge of procedures utilized in developing Individualized Education Programs (IEPs) as established by the State Board of Elementary and Secondary Education in Bulletin #746.

Evaluator: Director of Special Education or Designee

Job Goal: To coordinate services required to identify and serve the needs of exceptional students in Livingston Parish.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Serves as the designee for the Director of Special Education at IEP conferences.
3. Works with teachers, parents, support staff and/or guardian of disabled children to help insure that the needs of the students are met.
4. Assists special education teachers in the development of IEPs for the students they serve.
5. Assists in planning and conducting IEP in-service training.
6. Facilitates IEP conferences for parents and teachers of students who qualify to receive special education services.
7. Serves as a resource person to assist teachers, counselors, principals, and other school personnel in matters pertaining to special education.
8. Remains current in laws regarding special education.
9. Communicates with parents, principals, and teachers regarding the development and implementation of educational services for students with special needs.
10. Assists school administration in developing effective scheduling options and utilizing differentiated instructional strategies to increase student achievement.
11. Completes Professional Growth Plan and Self-Evaluation.
12. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the Director of Special Education at both the school and district level.
13. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
14. Performs other duties as assigned by the Director of Special Education.

Terms of Employment: 212 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Pupil Appraisal Coordinator*

Qualifications: (1) Certification by the State Department of Education as a Pupil Appraisal Qualified Examiner.
(2) Five (5) years of successful professional school experience in pupil appraisal services immediately preceding appointment.
(3) Demonstrate effective organizational, consultation, and management skills.
(4) Demonstrate knowledge of current federal and state laws, regulations, policies, procedures, and trends in special education, Section 504, and dyslexia.

Evaluator: Director of Special Education or direct level designee

Job Goal: To facilitate and improve comprehensive services to students in compliance with federal and state laws, including IDEA, Section 504 of the Rehabilitation Act of 1973, and LA Bulletin #1903.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Supervise provision of pupil appraisal services in accordance with established parish, state, and federal regulations and procedures.
3. Encourage implementation of target programs with research-based evidence of positive change.
4. Attend meetings and review regulations frequently to stay informed of federal and state mandates and service issues.
5. Facilitate in-service for all pupil appraisal personnel on pertinent pupil appraisal issues, regulations, and service needs.
6. Encourage professional growth for all staff.
7. Observe and evaluate the job performance of pupil appraisal staff and other related service personnel as assigned.
8. Ensure revision of procedures and forms as needed for compliance with federal and state mandates for pupil appraisal services.
9. Ensure that out-of-system evaluations are reviewed in a timely manner.
10. Communicate with parents and/or principals regarding evaluation issues/concerns.
11. Facilitate in-service for school supervisory staff, principals, and other appropriate school personnel on issues related to LA Bulletins #1508 and #1903 and Section 504.
12. Consult frequently with pupil appraisal, the data secretary, and other assigned personnel to ensure that pupil appraisal evaluations are completed in a timely manner and that Section 504 and Bulletin #1903 evaluations and services are provided in a timely manner.
13. Maintain SDE data reports required.
14. Observe teachers as assigned.
15. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
16. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
17. Completes Professional Growth Plan.
18. Performs other duties and assume other responsibilities as assigned by the Director of Special Education.

Terms of Employment: 240 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Special Education Discipline/IEP Facilitator*

Qualifications:

- Holds a valid Louisiana Teacher's Certificate or ancillary certificate.
- Holds a Master's Degree from an accredited college or university.
- Has a minimum of five (5) years teaching experience in the field of special education or in a related field.
- Holds certification in an area of special education or licensure in a related field.
- Has knowledge of procedures utilized in developing (IEPs) and in facilitating discipline of special education students.

Evaluator: Director of Special Education or Designee

Job Goal: To coordinate services required to serve the needs of exceptional students of Livingston Parish in regard to discipline.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Coordinates and presides over meetings to offer alternative educational settings to students and their families.
3. Documents suspensions and recommendations for expulsions including the number of days out of school.
4. Consults with appropriate pupil appraisal personnel to ensure involvement at the critical times for appropriate serves to be provided to students in danger of further disciplinary actions.
5. Provides support to teachers when IEPs need to be convened for suspensions and recommendations for expulsion.
6. Assists teachers in writing IEP's for students who have been receiving services on an interim IEP in an Alternative Educational Setting. May serve as ODR at IEP meetings.
7. Attends 2nd and 3rd suspension IEP meetings to ensure appropriate services are offered to provide support to the special education student.
8. Documents number of days for suspensions and recommendations for expulsion for the LA State Dept. of Education.
9. Serves as facilitator for assigned schools following the School-wide Positive Behavior Support policies for discipline.
10. Collaborates with supervisors in the development of district-wide procedures regarding discipline and FAPE for students with disabilities.
11. Serves as a district liaison for Coordinated Systems of Care.
12. Responsible for IEP submission of students with two or more suspensions.
13. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
14. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
15. Completes Professional Growth Plan.
16. Performs other duties as assigned by the Director of Special Education.

Terms of Employment: 212 Day Year

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Inclusion/Staff Development Coordinator*

Qualifications:

1. Holds a valid Louisiana Teacher's Certificate.
2. Holds a Master's Degree from a regionally accredited institution.
3. Has a minimum of five 5 years teaching experience in special education or related field.
4. Holds Louisiana Certification in one area of special education, preferably two.
5. Has knowledge of procedures utilized in developing Individualized Education Programs (IEPs) and Inclusive Education Programs.
6. Has ability to coordinate staff development activities.

Evaluator: Director of Special Education or Designee

Job Goal: To coordinate Inclusive Education Programs and Staff Development activities.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Serves as the designee for the Director of Special Education at IEP conferences.
3. Provides SIM Training.
4. Provides Inclusive Education Training.
5. Provides in-services and consultation for teachers on modifications and accommodations for all students.
6. Facilitates Lesson Study Group Training.
7. Assist schools in LaSig Matters.
8. Coordinates LaSig district meetings and activities.
9. Participates on School Wide Positive Behavior District Team.
10. Coordinates teacher training for Multi-Sensory Language teaching strategies.
11. Represents Special Education on the District Reading Leadership Team.
12. Assist with pre-referral academic/behavior interventions.
13. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
14. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
15. Completes Professional Growth Plan.
16. Performs other duties as assigned by the Director of Special Education.

Terms of Employment: 202 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Early Childhood Special Education (ECSE) Coordinator*

- Qualifications:**
1. Holds a valid Louisiana Teacher's Certificate.
 2. Holds a Master's Degree from a regionally accredited institution.
 3. Has a minimum of five (5) years teaching experience in Early Childhood Special Education.
 4. Holds Louisiana Certification in Early Interventionist-(birth to five) and certification in other areas of special education, preferably two areas.
 5. Has knowledge of procedures utilized in developing Individualized Education Programs (IEPs).
 6. Has ability to coordinate staff development activities.

Evaluator: Director of Special Education or Designee

Job Goal: Coordination of ECSE activities and curriculum coordination to ensure ECSE students benefit from their education.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Plans, implements and evaluates staff development activities based upon identified needs, changes in state/federal laws, and projected trends in regular, special-education, and early childhood services.
3. Participates in planning with IEP facilitators for district-wide implementation of Spec.-Ed. Initiatives.
4. Provides support and training of ECSE staff through formal workshops and informal means.
5. Assists in the development of instructional plans and educational materials (including giving teachers assistance in the ordering of material and organizing new classes).
6. Assist ECSE teachers with developing and implementing appropriate IEPs for students with disabilities in their schools.
7. Works in conjunction with IEP facilitators to correlate additional activities to implement special education rules and regulations associated with state and federal law.
8. Assists special education teachers with transition services for ECSE students.
9. Assists in planning and coordinating the curricula for ECSE students.
10. Assists ECSE teachers in communicating with parents regarding evaluation, programming, placement and services for ECSE students.
11. Communicates with parents and/or principles regarding student/program concerns.
12. Provides consultation, mentoring, and leadership in the development of new ECSE programs.
13. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
14. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
15. Completes Professional Growth Plan.
16. Performs other duties as assigned by the Director of Special Education.

Terms of Employment: 212 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Support Teacher of Students with Significant Disabilities*

Qualifications: Five (5) years' experience with students with significant disabilities

Evaluator: Director of Special Education or Designee

Job Goal: To provide consultation and assistance to teachers of students with severe disabilities within the parish.

Performance Responsibilities:

1. The teacher shall implement an educational program responsive to student needs according state and local policy, including the Louisiana Components of Effective Teaching and the Louisiana Educator Rubric as applicable.
2. Provides a basic core program for special education students consistent with state education code requirements that meet the individual needs, interest, and abilities of students.
3. Works with students in the locations and at the time assigned.
4. Assists the special education teacher in making a realistic assessment of student's abilities and in establishing educational goals in keeping with these abilities.
5. Undertakes continuing professional study in teaching methods related to special education field, and attends and participates in meetings as required.
6. Maintains accurate and complete records pertinent to the special education programs as required by law, district policy, and administrative regulation including but not limited to lesson plans, attendance, graded assignments and grades.
7. Consults with special education teachers of students with severe/low incidence disabilities related to "best practice" strategies.
8. Develops severe/low incidence disabilities guidelines.
9. Provides support/training for special education teachers and staff through formal workshops and informal means.
10. Assists special education teachers in communicating with parents regarding evaluation, programming, placement, services, and rights of student with severe/low incidence disabilities.
11. Assists in identifying and developing options to ensure students with severe/low incidence disabilities receive their education program in the least restrictive environment.
12. Assist special education teachers with transition services.
13. Assists special education teachers with materials and curricula.
14. Provides consultation and mentoring for special education teachers of students with severe/low incidence disabilities.
15. Assists special education teachers in preparing for classes assigned and show written evidence of preparation upon request of immediate supervisor.
16. Accepts the responsibility of assisting in writing an individual education plan for each special education student.
17. Attends and participates in faculty meetings, training sessions, PLC/ILT meetings, parent-teacher conferences and board Committee meetings as requested by the principal or Special Education supervisor.
18. Assist in upholding and enforcing school rules, administrative regulation, and Board Policy including supervision of students during drop off/pickup, lunch recess, assemblies, transition between classes or other locations as assigned by the principal.
19. Assumes responsibility for non-instructional assignments and activities such as Open House, Literacy/Math night, graduation, and other school wide events.
20. Attend and work concessions/gates of athletic events, dances, etc. Attend meetings and activities for clubs or groups at the request of the principal or designee.
21. Completes Professional Growth Plan.
22. Performs other duties as assigned by the Director of Special Education/Designee.

Terms of Employment: 182 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-Non-exempt employee

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

Physical Requirements See Appendix C

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

Livingston Parish Public Schools Job Description

Title: *Response to Intervention Coordinator*

Qualifications:

1. Certification by the State Department of Education as a Qualified Pupil Appraisal Examiner Reading Specialist, or Supervisor/Director of Special Education.
2. Hold a Master's or Higher Degree from a regionally accredited institution.
3. Employed in a public school system with a minimum of two years of experience with implementation of Response to Intervention (RtI) strategies.
4. Demonstrate knowledge and expertise with individual and school-wide curriculum/classroom based assessment.
5. Demonstrate expertise with baseline assessment, selection and implementation of appropriate research-based intervention with progress monitoring and graphing of results as compared to expected growth.
6. Demonstrate knowledge in Louisiana Department of Education's Validated Practices and Education Initiatives.
7. Demonstrate knowledge and expertise in implementation of the comprehensive curriculum.
8. Demonstrate effective leadership skills.
9. Demonstrate effective consultation skills.
10. Demonstrate knowledge of current policies, procedures, and trends in special education, specifically relevant to behavior and academic intervention strategies.
11. Demonstrate knowledge of federal, state and local legislation and regulations relative to determination of student eligibility for special services.

Evaluator:

Director of Special Education or Designee

Job Goal:

Develop and implement district procedures relative to Response to Intervention (RtI) essential for data driven SBLC decision-making to prevent inappropriate referral for evaluation and inappropriate identification of minorities and other students as having disabilities at the elementary level.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Plan and facilitate comprehensive school-wide and/or parish-wide collection of needed baseline curriculum/classroom assessment data.
3. Facilitate implementation of individualized research based intervention, progress monitoring, and graphing of student progress as compared to expected growth for students functioning below expected level.
4. Plan and facilitate training of personnel in RtI and its implementation in LPPS.
5. Plan and facilitate training of personnel in research based assessment and intervention models.
6. Provide consultation and in-service relative to effective selection and implementation of research based interventions, progress monitoring, and graphing of progress.
7. Work cooperatively with the Pupil Appraisal Coordinator to develop best practice guidelines and procedures for RtI in LPPS.
8. Work cooperatively with the Supervisors of Instruction to develop and effective and seamless Response to Intervention district program.
9. Assist with parish-wide teacher and School Building Level Committee (SBLC) training and in-service.
10. Conduct systematic observation of RtI implementation throughout the parish.
11. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP/IAP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
12. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
13. Performs other duties and assume other responsibilities as assigned by the Director of Special Education or Designee.
14. Complete Professional Growth Plan.

Terms of Employment: 212 Year Day.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel by the Director of Special Education or Designee.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Livingston Parish Public Schools Job Description

Title: 504/Dyslexia Coordinator

Qualifications:

1. Master's Degree from accredited university.
2. Valid Louisiana Teacher's Certificate.
3. Minimum 5 years teaching experience.
4. Demonstrate effective organizational, consultation, and management skills.
5. Demonstrate knowledge of current federal and state laws, regulations, policies, procedures, and trends in special education, Section 504, and dyslexia.

Evaluator: Director of Special Education or direct level designee

Job Goal: To facilitate and improve comprehensive services to students in compliance with federal and state laws, including IDEA, Section 504 of the Rehabilitation Act of 1973, and LA Bulletin #1903.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Encourage implementation of target programs with research-based evidence of positive change.
3. Attend meetings and review regulations frequently to stay informed of federal and state mandates and service issues.
4. Ensure revision of procedures and forms as needed for compliance with federal and state mandates for Section 504, and LA Bulletin #1093.
5. Ensure that out-of-system evaluations are reviewed in a timely manner.
6. Communicate with parents and/or principals regarding evaluation issues/concerns.
7. Facilitate in-service for school supervisory staff, principals, and other appropriate school personnel on issues related to LA Bulletin #1903 and Section 504.
8. Consult frequently with pupil appraisal and other assigned personnel to ensure Section 504 and Bulletin #1903 evaluations and services are provided in a timely manner.
9. Maintain data information requested by SDE.
10. Conduct disciplinary procedures for students identified as 504.
11. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
12. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
13. Completes Professional Growth Plan and Self-Evaluation.
14. Performs other duties and assume other responsibilities as assigned by the Director of Special Education.

Terms of Employment: 212 Day Year.

Salary Schedule See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

Livingston Parish Public Schools Job Description

Title: *SBLC Pre-referral Interventionist*

Qualifications:

1. Certification by the State Department of Education as a special education teacher or elementary classroom teacher.
2. Participated on a SBLC at the local school level.
3. Demonstrated effective use of research-based teaching strategies within the classroom.
4. Demonstrated effective organizational and consultation skills.
5. Demonstrated knowledge of current policies, procedures, and trends in special education, specifically relevant to pre-referral intervention.

Evaluator: Director of Special Education or Designee

Job Goal: Facilitate and improve comprehensive pre-referral research-based intervention/progress monitoring services provided students in compliance with federal and state laws, including IDEA 2004, and improve SBLC documentation and implementation of all pre-referral procedures.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Provide pre-referral consultation to teachers for effective implementation of interventions and progress monitoring.
3. Assist SBLCs with selecting and implementing appropriate individual or class-wide intervention strategies and progress monitoring
 - Provide direct intervention and progress monitoring through support services.
 - Assist teachers with implementation of effective research-based interventions and progress monitoring.
4. Provide intensive assistance to SBLCs when needed.
5. Provide consultation and in-service for teachers on effective pre-referral intervention strategies, progress monitoring, and other SBLC duties.
6. Assist with parish-wide teacher and SBLC training and in-service.
7. Attends and participates in faculty meetings, training sessions, PLC/ILT meetings, parent-teacher conferences and board/Committee meetings as requested by the principal or Special Education supervisor.
8. Maintain current knowledge of best practice research-based intervention strategies for specific learning and behavior difficulties.
9. Completes Professional Growth Plan.
10. Perform other duties and assume other responsibilities as assigned by the Director of Special Education or Designee.

Terms of Employment: 182 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

Livingston Parish Public Schools

Job Description

Title: *Special Education Assistive Technologist Support*

Qualifications:

1. Holds a valid Louisiana Teacher's Certificate.
2. Holds a Master's Degree from a regionally accredited institution (LBESPA licensed, ASHA Certificate preferred).
3. Has a minimum of five (5) years teaching experience in special education or related field.
4. Holds Louisiana Certification in one or more areas of special education and/or licensure in a related field.
5. Has knowledge of procedures utilized in developing Individual Education Programs (IEP).
6. Has knowledge of computers and related technology.

Evaluator: Supervisor/Director of Special Education or Designee

Job Goal: To support the duties of the assistive technologist in meeting the needs of special education students. To assist in the coordination of services which are required to identify and service the needs of exceptional children in Livingston Parish.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Assists in the management, allocation and requisitioning of assistive technology devices.
3. Collaborates with teachers regarding the implementation and functions of appropriate assistive technology devices to meet the needs of students.
4. Provides ongoing support to teachers and assessment of the appropriateness of devices for student achievement.
5. Participates and collaborates in the development of IEPs.
6. Completes professional growth plan and self-evaluation.
7. All other duties as assigned by the Supervisor/Director of Special Education.

Terms of Employment: 182 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Special Needs Population Coordinator*

Qualifications: Must be certified as a vocational teacher or School counselor with a master's degree.

Evaluator: Assigned Supervisor of Instruction

Job Goal: To ensure that individuals who are members of special populations are receiving adequate services and job skill training.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, and the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Works with parish vocational teachers in developing individual vocational plans for students who are members of special populations.
3. Assists vocational teachers in the completion of coordination reports between the vocational teachers and special education.
4. Assists vocational teachers in the completion of coordination reports between the vocational teacher and the vocational school counselor.
5. Keeps abreast of all new developments in vocational education as it relates to special populations and is responsible for dissemination of the information to the vocational education staff.
6. Advises the vocational supervisor on all matters pertaining to selection and usage of teaching materials and equipment.
7. Assist in the evaluation of the parish vocational program.
8. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
9. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
10. Completes Professional Growth Plan.
11. Performs other duties as assigned by the vocational supervisor.

Terms of Employment: 240 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance of this job will be evaluated annually by the vocational supervisor.

Signature: _____ Date: _____
**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Special Education Paraprofessional*

Evaluator: Principal or Designee

Position Description:

Assist in the delivery of special education services under the supervision of a special education teacher or other professionals who has the responsibility for the delivery of services to exceptional children.

ESSENTIAL TASKS PERFORMED

1. Must assist the teacher with instructional and non-instructional assignments under the supervision of the teacher.
2. Must confer with the teacher in regard to decisions relative to the student's assignments and to problems of a disciplinary nature.
NOTE: All conversations with the parents are solely the responsibility of the classroom teacher.
3. Must assist on field trips as assigned.
4. Must assist students in performing activities that have been initiated by the teacher.
5. Must assist in preparing and distributing materials for students with disabilities.
6. Must assist in reinforcement of learning in small groups or large groups.
7. Must assist in health maintenance which may include the administration of routine and/or emergency health procedures as instructed by the school nurse. (This may include tracheotomy care, tube feeding, catheterization, oral suctioning, ostomy bag care/changes, monitoring blood sugar, administering emergency care, diapering, administering medication as trained, etc.)
8. Must assist in the transportation of students (arrival, departure, and movement throughout the day). This includes assisting in the transfer, positioning, and lifting of students.
9. Must assist in the transfer, positioning, and lifting of students throughout the school day.
10. Must assist with feeding and dressing skills and facilitate student's personal hygiene and health care.
11. Must maintain the hygienic classroom following universal precautions.
12. Must assist in developing and maintaining a positive learning environment for all students.
13. Must maintain the confidentiality of records and student information both on campus and in the community.
14. Must assist in the implementation of assistive technology to include sensory, low and high tech devices, computer assisted instruction, etc.
15. Must reinforce school-wide positive behavior support; assist with implementation, monitoring, and documentation of behavior intervention plans; and implement techniques of de-escalation and physical restraint when appropriate.
16. Must attend mandatory training sessions as directed by the school principal and/or parish supervisors which may include the following:
 - a. Confidentiality
 - b. Medical information
 - c. Discipline
 - d. Transportation procedures
 - e. Specific training required for meeting the medical needs of students
17. Must perform physical demands requiring frequent lifting, carrying, transferring, or pushing of objects or wheelchairs weighing at least 50 lbs. Physical demands may also include walking, standing, kneeling, stooping, balancing, crouching, reaching, grasping, head and neck movement, and movement across mid-line.
18. Must possess motor coordination, manual dexterity, finger dexterity, alertness, precision, speaking ability, auditory discrimination, and tactile discrimination.
19. Must supervise students at community-based training sites when required.
20. Assist with non-instructional assignments and activities such as Open House, Literacy/Math night, graduation, and other school wide events.
21. Attend and work concessions/gates of athletic events, dances, etc. Attend meetings and activities for clubs or groups at the request of the principal or designee.
22. Must perform other duties as assigned by the teacher, principal, or supervisor that enhance the assigned job duties including but not limited to staff committees, professional growth, and/or extracurricular activities.

MARGINAL TASKS PERFORMED:

1. Para may be required to move from one program area to another within the day.
2. Para may be moved to another school site during the year based on the student needs of the district.

JOB INFORMATION:

Position: Full time – 7.5 hrs/day (start/end time depends on school site)
Duration: 9 months a year with designated days off for holidays/in-service, etc
Frequency/
Duration of breaks: As needed-this is a site decision based upon availability of Faculty relief/coverage
Compensation: Salaried (monthly) – See Salary Schedule approved by LPPS Board
Overtime: non-exempt employee
Benefits: include medical/retirement
Vacation: none
Department/
Division: Special Education
Supervisor: Principal or Designee at assigned school site

QUALIFICATIONS/REQUIREMENTS:

Age/Language: Must be at least twenty years of age and speak/understand English.
Education: HS or GED and must have accomplished at least one of the following:
 Pass the Educational Testing Service Para-Pro Assessment (#0755) passing score (450); or
 Completed two years of full-time study (48 semester credit hours) from a state-approved or regionally accredited institution of higher education*; or Earned an Associate of Arts, Associate of Science, or Associate of Applied Science degree from a state-approved or regionally accredited institution of higher education.
**NOTE: Within the 48 semester hours, the paraprofessional must complete a total of 18 hours of general education requirements that include English Composition (3), English/Reading (6), and mathematics (9).*

License/Certificate: Must meet the definition of highly qualified paraprofessional as defined by BESE.
Legal: Must pass a criminal background check.
Computer Skills: NA
Experience: None
Training: In-services are required after hiring. Various staff development type certification courses during employment.
Job Rotations: Bus duty, car pool, lunch duty, recess, and field trips – anything dictated by the immediate supervisor.
PPE: None
Machines/Tools/
Equipment Used: Specific as determined by the student IEP and medical needs.
Physical
Requirements: Physical demands may also include walking, standing, kneeling, stooping, balancing, crouching, reaching, grasping, head and neck movement, and movement across mid-line. Must possess motor coordination, manual dexterity, finger dexterity, alertness, precision, speaking ability, auditory discrimination, and tactile discrimination.

Signature: _____
 **I hereby acknowledge and accept the job description as the duties that are expected of me.

Date: _____

Employee
Number: _____

PHYSICAL REQUIREMENTS

In an eight (8) hour workday, employee is required to:

Key to Frequency: Never (0%);Seldom (0-5%); Occasional (6-33%); Frequently (34-66%); Constant (67-100%)

ACTIVITY	NEVER	SELDOM	OCCASIONALLY 1-2.5 HOURS	FREQUENTLY 2.5 - 5.5 HOURS	CONSTANTLY 5.5 – 8 HOURS	COMMENTS
SEDENTARY, 0 – 10LBS					X	
LIGHT 10-25LBS			X			
MEDIUM 25 -50LBS			X			
HEAVY 50 -100LBS			X			
VERY HEAVY 100+LBS		X				WHEELCHAIRS EMERGENCY SITUATION ONLY
Standing				X		
Sitting			X			
Walking				x		
Lifting				X		
Carrying				X		
Pushing				x		
Pulling				x		
Climbing		X				
Balancing		X				
Bending			X			
Stooping		X				
Talking				X		
Kneeling			X			
Crouching			X			
Crawling		X				
Transferring			X			
Fingering		X				
Reaching			X			
Feeling			X			
Hearing					X	
Near Acuity					X	
Far Acuity Far Acuity					X	
Depth Perception					X	
Color Vision					X	
Field of Vision					X	

ENVIRONMENTAL FACTORS

Key to Frequency: Occasional (0-33%); Frequently (34-66%); Constant (67-100%)

FACTOR	OCCASIONAL	FREQUENTLY	CONTINOUS	COMMENTS
EXPOSURE (DUST, FUMES)	X			
EXPOSURE (EXTREME HEAT/COLD)	X			
UNEVEN TERRAIN				
HEIGHTS	X			
OTHER (SPECIFY)	X			

Additional Comments: _____

**Livingston Parish Public Schools
Job Description**

Title:	<i>Teacher of the Hearing Impaired</i>
Qualifications:	As established by the State Board of Elementary and Secondary Education – Bulletin 746
Evaluator:	Principal or direct level designee
Job Goal:	To provide each student who is deaf/hard of hearing with a program that will enable him/her to demonstrate educational benefit in areas including academics, physical, emotional, psychological, and behavior as indicated by IEP Goals and Objectives.

Performance Responsibilities:

1. The teacher shall implement an educational program responsive to student needs according to state and local policy, including the Louisiana Components of Effective Teaching and the Louisiana Educator Rubric as applicable.
2. Responsible for student academic growth within the classroom.
3. Provides a basic core program for special education students (deaf/hard of hearing) consistent with state education code requirements that meet the individual needs, interests, and abilities of students with hearing impairments. Demonstrate knowledge and skills in the areas of language development and language acquisition needed by hearing impaired children.
4. Meets and instructs assigned classes in the locations and at the times designated.
5. Maintains confidentiality of each special education student.
6. Sets and maintains acceptable standards of classroom behavior and assists other professional staff members in resolving the unique needs of the students with hearing impairments.
7. Works cooperatively with classroom teachers who have students with hearing impairments in regular classes, interpreting the abilities and disabilities of these students and assisting the students with regular class assignments.
8. Confers frequently with parents and professional staff members regarding the educational, social, and personal problems of such students.
9. Assists in recommending placement of applicants in the school's special education program.
10. Assists the special education students with hearing impairments in making realistic assessments of their abilities and in exploring educational and occupational goals in keeping with their abilities and interests.
11. Attends and participates in faculty meetings, training sessions, PLC/ILT meetings, parent-teacher conferences and board/Committee meetings as requested by the principal or Special Education supervisor.
12. Maintains accurate and complete records pertinent to each student including but not limited to lesson plans, attendance, graded assignments and grades.
13. Evaluates student progress on a regular basis and addresses interventions to facilitate progress.
14. Demonstrates professional decorum in speech, personal characteristics, dress, and grooming.
15. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities. Monitor the condition and use of appropriate amplification equipment for each student.
16. Prepares for assigned students through lesson plans and documentation.
17. Responsible for the development of the IEP and conduction of the IEP meeting on assigned students.
18. Demonstrates knowledge of deaf and hard of hearing culture and related issues, community services available to deaf and hard of hearing, modes of communication for the deaf and educational strategies for deaf and hard of hearing students.
19. Review available medical/audiological information pertaining to the student's performance, evaluation, and probable use of residual hearing.
20. Demonstrates knowledge of cochlear implants, hearing aids, and assistive listening devices.
21. Demonstrates skills necessary to communicate effectively and provide a complete English model for hearing impaired children using approaches that are appropriate for the student.
22. Assumes responsibility for non-instructional assignments and activities such as Open House, Literacy/Math night, graduation, and other school wide events.
23. Attend and work concessions/gates of athletic events, dances, etc. Attend meetings and activities for clubs or groups at the request of the principal or designee.
24. Assist in upholding and enforcing school rules, administrative regulation, and Board Policy including supervision of students during drop off/pickup, lunch recess, assemblies, transition between classes or other locations as assigned by the principal.
25. Performs other duties as assigned by the Principal or Director of Special Education/Designee that enhance the assigned job duties including but not limited to staff committees, professional growth, and/or extracurricular activities.

Terms of Employment: 182 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Teacher of the Visually Impaired*

Qualifications: As established by the State Board of Elementary and Secondary Education in Bulletin #746

Evaluator: Principal or direct level designee

Job Goal: To provide each special education student with a program that will enable him/her to achieve educational benefit in the areas of academics, emotional, psychological, and behavioral as indicated by IEP Goals and Objectives.

Performance Responsibilities:

1. The teacher shall implement an educational program responsive to student needs according to state and local policy, including the Louisiana Components of Effective Teaching and the Louisiana Educator Rubric as applicable.
2. Responsible for student academic growth within the classroom.
3. Provides a basic core program for special education students consistent with state education code requirements that meet the individual needs, interests, and abilities of students.
4. Meets and instructs assigned classes in the locations and at the times designated.
5. Coordinates and supervises community-based and on-campus job-training program involving the special education students with visual impairments.
6. Sets and maintains acceptable standards of classroom behavior and assists other professional staff members in resolving the unique psychological or disciplinary problems of such students.
7. Works cooperatively with classroom teachers who have students who are visually impaired in regular classes, interpreting the abilities and disabilities of these students and assisting the students with regular class assignments.
8. Confers frequently with parents and professional staff members regarding the educational, social, and personal problems of such students.
9. Assists in recommending placement of students through the IEP process.
10. Assists the special education students in making a realistic assessment of their abilities and in establishing educational and occupational goals in keeping with their abilities.
13. Attends and participates in faculty meetings, training sessions, PLC/ILT meetings, parent-teacher conferences and board/Committee meetings as requested by the principal or Special Education supervisor.
14. Maintains accurate and complete records pertinent to the special education program as required by law, district policy, and administrative regulations including but not limited to lesson plans, attendance, graded assignments and grades.
15. Evaluates and documents student progress on a regular basis.
16. Assumes a professional attitude in dealing with students, parents, and colleagues.
17. Demonstrates professional decorum in speech, personal characteristics, and dress and grooming.
18. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities including supervision of students during drop off/pickup, lunch recess, assemblies, transition between classes or other locations as assigned by the principal.
19. Prepares for classes assigned and shows written evidence of preparation.
20. Assumes responsibility for non-instructional assignments and activities such as Open House, Literacy/Math night, graduation, and other school wide events.
21. Writes an individual education plan for each special education student assigned.
22. Strives to implement by instruction and action the school's philosophy of education and instructional goals and objectives.
23. Assist in upholding and enforcing school rules, administrative regulation, and Board Policy.
24. Attend and work concessions/gates of athletic events, dances, etc. Attend meetings and activities for clubs or groups at the request of the principal or designee
25. Completes Professional Growth Plan.
26. Performs other duties as assigned by the Principal that enhance the assigned job duties including but not limited to staff committees, professional growth, and/or extracurricular activities.

Terms of Employment: 182 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Director/Supervisor of Federal Programs*

Qualifications Same as Supervisor of Instruction in Bulletin #746.

Evaluator: Superintendent/Designee

Job Goal: To design, implement, and evaluate ESSA Title I programs that will provide the greatest educational opportunities for the educationally disadvantaged students.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Establishes and maintains procedures and criteria for the annual assessment of the various acts of congress, guidelines, and changes which proved funds for all phases of elementary and secondary education under the jurisdiction of Title I and disseminates this information to appropriate personnel.
3. Establishes guidelines and directs procedures for an effective and efficient needs assessment of students, teachers, and parents; and evaluates the results of the assessment for Title 1 reports.
4. Organizes and coordinates the gathering of statistical data needed to substantiate the eligibility for the system to participate in specific programs provided by Congressional Acts in the area of Title 1.
5. Initiates, develops, and submits proposals for the utilization of Federal funds as related to Title 1; and provides supervision and evaluation data in accordance with established guidelines of local, state and federal agencies.
6. Determines, through consultation and discussion with building principals, coordinators, supervisors, and directors, the instructional materials and equipment needs of all Title 1 schools and programs.
7. Supervises all personnel within the jurisdiction of Title 1 programs and schools assigned in accordance with the established procedures of the school system.
8. Initiates and directs an on-going, in-service training program for Title 1 personnel.
9. Maintains an accurate inventory of all Title 1 materials and equipment in keeping with guidelines, rules, and regulations of local, state, and federal agencies.
10. Reviews and approves the expenditure of all Title 1 Funds.
11. Evaluates all Title 1 programs, according to procedures, laws, guidelines, and regulations of local, state, and federal agencies with assistance from consultants, supervisors, principals, teachers, and other personnel.
12. Initiates and directs the establishment of parental involvement activities as required by Title 1 guidelines.
13. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
14. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
15. Completes Professional Growth Plan.
16. Performs other duties as assigned or requested by the Superintendent.

Terms of Employment: 240 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Coordinator of Federal Programs*

Qualifications Valid Louisiana Teacher's Certificate

Evaluator: Federal Programs Director/Supervisor

Job Goal: To achieve and maintain standards of excellence in the teaching of assigned areas so that each student involved may derive the greatest academic and personal benefit from the learning experience.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Teacher Rubric and the Louisiana Components of Effective teaching.
2. Keeps abreast of all new developments in the Title 1 curriculum areas and disseminates information to the Title 1 staff.
3. Supervises the Title 1 teachers and paraprofessionals in assigned curricular area through classroom visits, personal conferences, and written observation reports.
4. Supervises the implementation of the School Improvement Plan.
5. Assist on District Assistance Teams.
6. Plans and conducts Professional Development for school personnel in related curricular area.
7. Assists in the monitoring and evaluation of federal programs.
8. Works with parents at the school and the district level.
9. Assists in dissemination of information to the public.
10. Aids in the preparation and development of federal projects and budgets.
11. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
12. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
13. Completes Professional Growth Plan.
14. Other duties as assigned by Federal Programs Supervisor.

Terms of Employment: 212 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Title One Teacher*

Qualifications As established by the State Board of Elementary and Secondary Education and listed in Bulletin #746

Evaluator: Principal/Federal Programs Director

Job Goal: To teach Title 1 students basic learning skills in Reading or Mathematics.

Performance Responsibilities:

1. The teacher shall implement an educational program responsive to student needs according to state and local policy, including the Louisiana Components of Effective Teaching and the Louisiana Educator Rubric as applicable.
2. Screens, evaluates and provides interventions for Title 1 participants.
3. Serves on the School Improvement Plan committee.
4. Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.
5. Assumes a professional attitude in dealing with students, parents and colleagues.
6. Teaches students in accordance with objectives of the Title 1 program.
7. Coordinates individual plans for Title 1 students with the classroom teacher.
8. Assists in the selection of books, equipment, and other instructional materials.
9. Takes all necessary and reasonable precautions to protect students, Title 1 equipment and materials and facilities.
10. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations, including but not limited to lesson plans, attendance, graded assignments and grades.
11. Performs all curriculum duties, i.e., instructional and non-instructional, which are requested by the local, the state, and the individual schools to which the Title 1 teacher is assigned.
12. Attends and participates in in-service training programs, faculty meetings, training sessions, PLC/ILT meetings, IEP meetings, parent-teacher conferences, and board/committee meetings on request.
13. Works directly with parent participants keeping parents well informed of Title 1 activities and the progress their children are making in the program.
14. Demonstrates professional decorum in speech, personal characteristics, and dress and grooming.
15. Maintains proper student discipline in classroom and non-classroom settings.
16. Assumes responsibility for non-instructional assignments and activities such as Open House, Literacy/Math night, graduation, and other school wide events
17. Attend and work concessions/gates of athletic events, dances, etc. Attend meetings and functions of activities, clubs or groups at the request of principal or designee.
18. Supervise students during drop off/pick up, lunch, recess, assemblies and transitions between classes or other locations as assigned by the principal or designee.
19. Completes Professional Growth Plan.
20. Perform other duties as assigned by the principal/supervisor that follows Title I regulations that enhance the assigned job duties including but not limited to staff committees, professional growth, and/or extracurricular activities.

Terms of Employment: 182 Day Year.

Salary Schedule: See Salary Schedule as established by the LPPS Board-exempt employee.

Evaluation: Domains and Components of Effective Teaching may be used for Teacher Evaluation in conjunction with student academic growth.

Physical Requirements See Appendix C

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Coordinator of Successmaker Technology Labs*

Qualifications

- (1) Valid Louisiana Teacher's Certificate.
- (2) Master's Degree from an accredited institution.
- (3) Five (5) years classroom experience.
- (4) Experience in Trend Data Analysis
- (5) Three (3) years' experience in District Software for technology labs in Title 1 Schools.

Evaluator: Superintendent/Designee

Job Goal: To coordinate services required to identify and serve the needs of the Title 1 students in Livingston Parish.

Performance Responsibilities:

1. The teacher shall implement an educational program responsive to student needs according to state and local policy, including the Louisiana Components of Effective Teaching and the Louisiana Educator Rubric as applicable.
2. Keeps abreast of all new developments NCLB and state regulations for Title 1 and regular education.
3. Test paraprofessional for highly-qualified status.
4. Train, assist and observe paraprofessionals.
5. Coordinate and disseminate school technology reports to the Superintendent, principal, and supervisor on lab usage and student progress.
6. Coordinate with technology departments on software and hardware issues.
7. Collect and summarize end of year reports.
8. Collect data and complete State Performance Report.
9. Assist in Trend Data Collection and Analysis.
10. Assist in Grant Data Collection and Analysis.
11. Assist in DAT/School Improvement Plans.
12. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
13. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
14. Completes Professional Growth Plan.
15. Performs other duties as assigned by Curriculum Director, Title 1 Director and Superintendent or Designee.

Terms of Employment: 212 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Supervisor of Library Services, Textbooks, Materials and Supplies*

Qualifications: Same as Supervisor of Instruction in Bulletin #746

Evaluator: Superintendent/Designee

Job Goal: To provide textbooks, library books, materials, and supplies so that each student in the district will find available instructional and non-instructional material appropriate to his interest, abilities, and needs.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Establishes common library service procedures that will standardize the operations of libraries throughout the district.
3. Establishes procedures for the selection and acquisition of library books, textbooks, materials, and supplies.
4. Directs central purchasing, processing, and organizational procedures for library books, textbooks, materials, and supplies.
5. Assists the librarians in establishing and maintaining a system of accounting for all library books, reference books, audiovisual materials, and periodicals.
6. Prepares and administers the departmental budget.
7. Plans and conducts in-service education workshops for school librarians.
8. Receives, stores, and issues all library books, textbooks, materials, and supplies.
9. Supervises school librarians through visits, personal conferences and written observation reports.
10. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
11. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
12. Completes Professional Growth Plan.
13. Performs the duties assigned by the Superintendent.

Terms of Employment: 240 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Supervisor of Child Welfare and Attendance*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Superintendent/Designee

Job Goal: To assure that no student enrolled in the district gains less than full advantage from the educational opportunities as a result of attendance problems.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Teacher Rubric and the Louisiana Components of Effective teaching.
2. Plans and supervises the conducting of the annual school census, assuring current records of all pertinent facts.
3. Checks whereabouts of students reported in school census by not present in any school.
4. Investigates and reports findings in cases of absences referred by school principals or legal authorities.
5. Enters places where students are employed, to investigate whether or not they are legally absent from school and working under conditions which are within the limits prescribed by law.
6. Cooperates with school officials, counselors, and psychologists, and with the children's court, probation officers, and welfare agencies dealing with cases of known, suspected, or probable delinquency on the part of the school-age persons.
7. Prepares and submits accurately all required forms and reports according to established procedures.
8. Conducts surveys and research projects for the study of school attendance, population trends, and related matters.
9. Cooperates with school officials, welfare agencies, courts and probation offices dealing with cases of known or suspected cases of child abuse of school-age persons.
10. Conducts such auditing of enrollment, attendance, and transfer records in the various schools as may be necessary to assure compliance and applicable laws and sound principles of accounting for pupil personnel.
11. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
12. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
13. Completes Professional Growth Plan.
14. Performs other duties as assigned by the Superintendent.

Terms of Employment: 240 Day Year.
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____ 7.1

**Livingston Parish Public Schools
Job Description**

Title: *Adult Education Director*

Qualifications: Same as Teacher/Educational Leadership preferred

Evaluator: Superintendent/Designee

Job Goal: To extend the benefits of the district's education program to the entire community.

Performance Responsibilities:

1. Shall assist in implementing an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Arranges courses to fit the expressed needs of adults in the community.
3. Secures competent and certified part-time instructors for the program.
4. Supervises and evaluates instruction and administers the program of adult education.
5. Maintains all necessary records and oversees attendant bookkeeping.
6. Publicizes the offerings of the program.
7. Prepares budget for the annual financial needs of the program.
8. Requisitions necessary supplies.
9. Prepares and submits accurately all required reports relative to the program.
10. Attends meetings associated with the instruction of students such as faculty/staff meetings, trainings, IEP meetings, PLC/ILT meetings as directed by the superintendent or designee at both the school and district level.
11. Participates in non-instructional activities such as graduation, Math/Literacy Night, job fair, board meetings, etc. as directed by the superintendent or designee.
12. Completes Professional Growth Plan.
13. Performs other duties assigned by the Superintendent.

Terms of Employment: 202 Day Year
Salary Schedule: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Signature: _____ Date: _____
**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Principal*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Superintendent or Assistant Superintendent/Designee

Job Goal/Overview: To use leadership, supervisory, and administrative skills to promote the educational development of each student.

Performance Responsibilities

1. Shall implement an educational program responsive to student needs according to state and local policy, the Louisiana Leader Rubric, the Louisiana Educator Rubric and the Louisiana Components of Effective teaching.
2. Responsible for growth in student learning within the school.
3. Sets high expectations and performance standards that lead to the attainment of school and district goals.
4. Identifies and analyzes relevant information before making decisions or committing resources.
5. Serves as a model of professionalism and communicates educational values.
6. Identifies areas of instructional and program development through the collection and interpretation of student and school data.
7. Evaluates professional and support staff constructively.
8. Recruits, selects, and assigns appropriate personnel for the effective delivery of the school program.
9. Solicits and frequently gives specific and constructive feedback.
10. Demonstrates an appreciation for the accomplishments of others.
11. Listens actively to others.
12. Utilizes clear and meaningful oral and written expression.
13. Elicits participation in decision making and cultivates leadership in others.
14. Facilitates group processes and effectively manages conflict.
15. Plans and prepares an appropriate budget and manages funds effectively.
16. Implements and attends school programs and extra-curricular activities within the confines of the district's goals and policies.
17. Supervises after school hour activities such as such as Open House, Literacy/Math night, graduation, and other school wide events.
18. Supervises the instructional program and curriculum development by implementing, attending and participating in in faculty meetings, PLC's, ILT's, training sessions, IEP/IAP meetings, parent-teacher conferences and board/committee meetings.
19. Conduct school/class walk-throughs.
20. Schedules curricular and co-curricular activities efficiently and effectively.
21. Collaboratively develops effective discipline and attendance policies.
22. Maintains a visible presence in the school.
23. Protects instructional time when scheduling events and communication efforts.
24. Plans and supervises fire drills and an emergency preparedness program.
25. Completes Professional Growth Plan.
26. Performs other duties as assigned by the Superintendent or designee.

Terms of Employment: 240 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance Expectations and Indicators for Educational Leaders will be used for Principal Evaluation in conjunction with measures of student academic growth.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Assistant Principal*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Principal or designee

Job Goal: To assist the Principal of the school in the overall operations of the school program, to supervise assigned school faculty members and to enforce all laws, rules, regulations, and policies as set forth by the Livingston Parish School Board and/or the Legislature of the State of Louisiana.

Performance Responsibilities:

1. The leader shall implement an educational program responsive to student needs according to state and local policy, and the Louisiana Leader Rubric.
2. Has knowledge of the Louisiana Components of Effective Teaching and the Louisiana Educator Rubric as well as assist with the implementation as applicable.
3. Responsible for the student academic growth within the school.
4. Supervises after school hour activities such as such as Open House, Literacy/Math night, graduation, and other school wide events.
5. Attends and works extra-curricular activities such as athletic events, dances, etc. Attend meetings and activities for clubs or groups at the request of the principal
6. Supervises the instructional program and curriculum development by attending and participating in in faculty meetings, PLC's, ILT's, training sessions, IEP/IAP meetings, parent-teacher conferences and board/committee meetings as requested by the principal.
7. Conduct school/class walk-throughs.
8. Supervises student transportation and safety.
9. Manages student referrals and discipline.
10. Supervises custodial personnel and services.
11. Coordinates student scheduling and grade reporting.
12. Maintains an efficient and effective working relationship with other school personnel and the public in the community.
13. Maintains accurate records for the school lunch program.
14. Maintains textbook inventory and requisition.
15. Assumes responsibility for the total operation of the school in the absence of the principal.
16. Accepts responsibility for pupil accounting and attendance as assigned by the building principal.
17. Has knowledge of all required reports, forms and applications needed by the local, regional, state and federal agencies.
18. Completes Professional Growth Plan.
19. Performs any other duties as assigned or requested by the Building Principal.

Terms of Employment: 202 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance Expectations and Indicators for Educational Leaders will be used for Principal Evaluation in conjunction with measures of student academic growth.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Teacher*

Qualifications: As established by the State Board of Elementary and Secondary Education and listed in Bulletin #746

Evaluator: Principal or evaluatee's respective supervisory level designee

Job Goal/Overview: To lead students toward the fulfillment of their potential for intellectual, emotional, and physical growth and maturation.

Performance Responsibilities:

1. The teacher shall implement an educational program responsive to student needs according to state and local policy, including the Louisiana Components of Effective Teaching and the Louisiana Educator Rubric as applicable.
2. Assists, leads and directs student learning within the classroom as determined by Student Learning Targets and state assessments.
3. Meets and instructs assigned classes at the designated times and locations.
4. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
5. Strives to implement by instruction and action the school's philosophy of education and instructional goals and objectives.
6. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
7. Maintains accurate up to date and complete records, including but not limited to lesson plans, attendance, graded assignments and grades as required by law, district policy and administrative regulation.
8. Assists in upholding and enforcing school rules, administrative regulations and Board Policy.
9. Demonstrates professional decorum in speech, personal characteristics, and dress and grooming.
10. Attends and participates in faculty meetings.
11. Cooperates with other members of the staff in planning instructional goals, objectives and methods.
12. Assumes responsibility for non-instructional assignments and activities such as Open House, Literacy/Math night, graduation, and other school wide events.
13. Maintains a professional attitude while providing timely communication with students, parents, and colleagues for education-related purposes including broad academic and behavioral progress of assigned students.
14. Completes Professional Growth Plan.
15. Performs other duties as assigned by the principal that enhance the assigned job duties including but not limited to staff committees, professional growth, and or extracurricular activities.
16. Use relevant technology to support and differentiate learning.
17. Attend and work concessions/gates of athletic events, dances, etc. Attend meetings and functions of activities, clubs or groups at the request of principal or designee.
18. Supervise students during drop off/pick up, lunch, recess, assemblies and transitions between classes or other locations as assigned by the principal or designee.
19. Attend all meetings associated with instruction of students such as training sessions, PLC/ILT meetings, IEP meetings, parent-teacher conferences, and board/committee meetings on request.

Terms of Employment: 182 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Domains and Components of Effective Teaching will be used for Teacher Evaluation in conjunction with student academic growth.

Physical Requirements See Appendix C

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Teacher of Gifted Students*

Qualifications: As set by the State Board of Elementary and Secondary Education in Bulletin #746

Evaluator: Principal/ evaluatee's respective supervisory level designee

Job Goal/Overview: To provide eligible gifted students with a program of services that will enrich and/or accelerate and allow them to reach their fullest potential as indicated by their IEP's.

Performance Responsibilities:

1. The teacher shall implement an educational program responsive to student needs according to state and local policy, including the Louisiana Components of Effective Teaching and the Louisiana Educator Rubric as applicable.
2. Responsible for student academic growth within the classroom.
3. Meets and instructs assigned classes in the location and at times designated.
4. Provides a program at and above grade level for gifted students consistent with state education code requirements that meet the individual needs, interests, and abilities of students.
5. Meets and instructs assigned classes in the locations and at the time designated.
6. Utilizing Bloom's Taxonomy, provides instruction to exceptional students.
7. Provides enrichment of various subject areas addressing the comprehensive curriculum.
8. Attends and participates in faculty meetings, training sessions, PLC/ILT, IEP/IAP meetings, parent-teacher conferences and board/committee meetings as requested by the principal or Gifted supervisor.
9. Maintains accurate and complete records pertinent to the gifted education program as required by law, district policy, and administrative regulations including but not limited to lesson plans, attendance, graded assignments and grades.
10. Evaluates student progress on a regular basis.
11. Assumes professional attitude in dealing with student, parents, and colleagues.
12. Demonstrates professional decorum in speech, personal characteristics, dress and grooming.
13. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
14. Prepares for classes assigned, and shows written evidence of preparation.
15. Supervise students during drop off/pick up, lunch recess, assemblies, transition between classes or other locations as assigned by the principal or designee.
16. Attend and work concessions/gates of athletic events, dances, etc. Attend meetings and activities for clubs or groups at the request of the Principal or designee.
17. Accepts the responsibilities of writing an individualized education program for each eligible gifted student.
18. Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
19. Strives to implement by instruction and action the school's philosophy of education instructional goals and objectives.
20. Completes Professional Growth Plan.
21. Assumes responsibility for non-instructional assignments and activities such as Open House, Literacy/Math night, graduation, and other school wide events.

Terms of Employment: 182 Day Year.
Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Domains and Components may be used for Teacher Evaluation in conjunction with student academic growth.

Physical Requirements See Appendix C

Signature: _____ Date: _____
**I hereby acknowledge and accept the job description as the duties that are expected of me.
Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Teacher of Talented Students*

Qualifications: As set by the State Board of Elementary and Secondary Education in Bulletin #746

Evaluator: Principal or evaluatee's respective supervisory level designee

Job Goal/Overview: To provide eligible talented students with a program that will enable them to reach their fullest potential as indicated by their IEP's.

Performance Responsibilities:

1. The teacher shall implement an educational program responsive to student needs according to state and local policy, including the Louisiana Components of Effective Teaching and the Louisiana Educator Rubric as applicable.
2. Meets and instructs assigned classes in the location and at times designated.
3. To teach all four components (creative expression, aesthetic perception, historical and cultural perception, and critical analysis) of the art form/discipline (visual arts, theatre arts, and music).
4. Attends and participates in faculty meetings, training sessions, IEP/IAP meetings, parent-teacher conferences and board/committee meetings as requested by the principal or Gifted supervisor
5. Maintains accurate and complete records pertinent to the talented education program of services as required by law, district policy, and administrative regulations including but not limited to lesson plans, attendance, graded assignments and grades.
6. Evaluates student progress on a regular basis.
7. Assumes a professional attitude in dealing with students, parents and colleagues.
8. Demonstrates professional decorum in speech, personal characteristics, dress and grooming.
9. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
10. Prepares for classes assigned, and shows written evidence of preparation.
11. Attend and work concessions/gates of athletic events, dances, etc. Attend meetings and activities for clubs or groups at the request of the Principal or designee.
12. Accepts the responsibilities of writing an individualized education program for each eligible talented student.
13. Strives to implement by instruction and action the school's philosophy of education and instructional goals and objectives.
14. Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
15. Supervise students during drop off/pick up, lunch recess, assemblies, transition between classes or other locations as assigned by the principal or designee.
16. Assumes responsibility for non-instructional assignments and activities such as Open House, Literacy/Math night, graduation, and other school wide events.
17. Completes a Professional Growth Plan.
18. Performs other duties as assigned by the principal that enhance the assigned job duties including but not limited to staff committees, professional growth, and/or extracurricular activities.

Terms of Employment: 182 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

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

Physical Requirements See Appendix C

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Principal Designee*

Qualifications: (1) Valid Louisiana Certificate
(2) Master's Degree with certification in Administration/Ed. Leadership

Evaluator: Principal or evaluatee's respective supervisory level designee

Job Goal: To assist the Principal of the school in the overall operations of the school program, to supervise assigned school faculty members and to enforce all laws, rules, regulations, and policies as set forth by the Livingston Parish School Board and/or the Legislature of the State of Louisiana.

Performance Responsibilities:

1. The leader shall implement an educational program responsive to student needs according to state and local policy, and the Louisiana Leader Rubric.
2. Has knowledge of the Louisiana Components of Effective Teaching and the Louisiana Educator Rubric as well as assist with the implementation as applicable.
3. Responsible for the student academic growth within the school.
4. Supervises after school hour activities such as such as Open House, Literacy/Math night, graduation, and other school wide events.
5. Attends and works extra-curricular activities such as athletic events, dances, etc. Attend meetings and activities for clubs or groups at the request of the principal.
6. Supervises the instructional program and curriculum development by attending and participating in in faculty meetings, PLC's, ILT's, training sessions, IEP/IAP meetings, parent-teacher conferences and board/committee meetings as requested by the principal.
7. Conduct school/class walk-throughs.
8. Supervises student transportation and safety.
9. Manages student referrals and discipline.
10. Supervises custodial personnel and services.
11. Coordinates student scheduling and grade reporting.
12. Maintains an efficient and effective working relationship with other school personnel and the public in the community.
13. Maintains accurate records for the school lunch program.
14. Maintains textbook inventory and requisition.
15. Assumes responsibility for the total operation of the school in the absence of the principal.
16. Accepts responsibility for pupil accounting and attendance as assigned by the building principal.
17. Has knowledge of all required reports, forms and applications needed by the local, regional, state and federal agencies.
18. Completes Professional Growth Plan.
19. Performs any other duties as assigned or requested by the Building Principal.

Terms of Employment: 202 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Performance Expectations and Indicators for Educational Leaders will be used for Principal Evaluation in conjunction with measures of student academic growth.

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *School Counselor*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Principal or evaluatee's respective supervisory level designee

Job Goal: To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

Performance Responsibilities:

1. Shall implement an educational program responsive to student needs according state and local policy, including the Louisiana Components of School Counseling and the Louisiana Counselor Rubric as applicable.
2. Responsible for the academic growth of students within the school.
3. Follows parish guidance plan.
4. Assists in registration of new students and orients them to school procedures and the school's varied opportunities for learning.
5. Aids students in course and subject election.
6. Maintains student guidance records and protects their confidentiality.
7. Works to resolve student's educational handicaps.
8. Provides students information as requested according the provisions of the Board's policy on student records.
9. Collect data to evaluate the effectiveness of the school's program.
10. Compiles and disseminates pertinent student information to appropriate institutions.
11. Maintains a yearly calendar of guidance activities and maintains records of guidance services performed.
12. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
13. Obtains and disseminates occupational information to students and to classes studying occupations.
14. Helps students evaluate career interests and choices.
15. Works with students on an individual or group basis in the solution of personal problems related to home and family relations, health and emotional adjustment.
16. Confers with parents, teachers, administration, etc. whenever necessary as well as participating in faculty meetings, parent-teacher conferences, PLC/ILT, and training sessions as directed by the principal or principal's designee.
17. Interprets the guidance and counseling services of the school to parents, teachers, administrators, and community agencies.
18. Provides in-service training in guidance for teachers.
19. Advises administrators and faculty on the matters of student discipline.
20. Maintains an up to date community resource file.
21. Maintains proper student discipline in classroom and non-classroom settings.
22. Completes Professional Growth Plan.
23. Assumes responsibility for non-instructional assignments and activities such as Open House, Literacy/Math night, graduation, and other school wide events.
24. Attend and work concessions/gates of athletic events, dances, etc. Attend meetings and activities for clubs or groups at the request of the principal or designee.
25. Performs other duties as assigned by the principal that enhance the assigned job duties including but not limited to staff committees, professional growth, and/or extracurricular activities.

Terms of Employment: 182 Day Year. Salary according to the current schedule.

Salary Range: 192 Day Year—For High School Counselors
See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Competencies will be used for School Counselor Evaluation in conjunction with measures of student academic growth.

Physical Requirements See Appendix C

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Elementary School Counselor*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Principal or evaluatee's respective supervisory level designee

Job Goal: To help students overcome personal problems that impedes learning by working with students on an individual or group basis.

Performance Responsibilities:

1. Shall implement an educational program responsive to student needs according state and local policy, including the Louisiana Components of School Counseling and the Louisiana Counselor Rubric as applicable.
2. Responsible for the academic growth of students within the school.
3. Follows parish guidance plan.
4. Assists in orientation of new students to the school's counseling program.
5. Maintains student guidance records and protects their confidentiality.
6. Works to resolve student's emotional and social handicaps.
7. Provides students information as requested according the provisions of the Board's policy on student records.
8. Collect data to evaluate the effectiveness of the school's counseling program.
9. Maintains a yearly calendar of guidance activities and maintains records of guidance services performed.
10. Assist parents in evaluating their child's aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data upon request.
11. Works with students on an individual or group basis in the solution of personal problems related to home and family relations, health and emotional adjustment.
12. Confers with parents, teachers, administration, etc. whenever necessary as well as participating in faculty meetings, parent-teacher conferences, PLC/ILT, and training sessions as directed by the principal or principal's designee.
13. Interprets the guidance and counseling services of the school to parents, teachers, administrators, and community agencies.
14. Provides in-service training in guidance for teachers.
15. Maintains proper student discipline in classroom and non-classroom settings.
16. Maintains an up-to-date community resource file.
17. Assumes responsibility for non-instructional assignments and activities such as Open House, Literacy/Math night, graduation, and other school wide events.
18. Attend and work concessions/gates of athletic events, dances, etc. Attend meetings and activities for clubs or groups at the request of the principal or designee.
19. Completes Professional Growth Plan.
20. Performs other counseling duties as assigned by the principal that enhance the assigned job duties including but not limited to staff committees, professional growth, and/or extracurricular activities.

Terms of Employment: 182 Day Year.
Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Competencies will be used for School Counselor Evaluation in conjunction with measures of student academic growth.

Physical Requirements See Appendix C

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Librarian*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Principal or evaluatee's respective supervisory level designee

Job Goal: To provide each student with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing, growth, and to aid all students in acquiring the skills needed to take full advantage of library resources.

Performance Responsibilities

1. The librarian shall implement an educational program responsive to student needs according to state and local policy, including the Louisiana Components of Effective Teaching, the Louisiana Guidelines for Effective Library Media Program and the Louisiana Educator Rubric as applicable.
2. Supports student academic growth within the school.
3. Evaluates, selects, and requisitions new library materials.
4. Assist teachers in the selection of books and other instructional materials.
5. Informs teachers and other staff members concerning new materials the library acquires.
6. Maintains a comprehensive and efficient system for cataloging all library materials.
7. Works with teachers in planning those assignments likely to lead to extended use of library resources. This may result in extended use of library during the regular school day.
8. Presents and discusses materials with a class studying a particular topic, on the invitation of the teachers.
9. Participates at curriculum meetings, PLC/ILT meetings, training sessions, IEP/IAP meetings, parent-teacher conferences and board/committee meetings as requested by the principal or designee.
10. Keeps current records of overdue or lost books and makes effort to collect payments and fines.
11. Counsels with and gives reading guidance to students.
12. Properly schedules library use by teachers and students.
13. Arranges frequently-changing book-related displays and exhibits likely to interest the library's patrons.
14. Maintains proper student discipline in classroom and not-classroom settings.
15. Supervise students during drop off/pick up, lunch recess, assemblies, transition between classes or other locations as assigned by the principal or designee.
16. Completes Professional Growth Plan.
17. Attend and work concessions/gates of athletic events, dances, etc. Attend meetings and activities for clubs or groups at the request of the Principal or designee.
18. Assumes responsibility for non-instructional assignments and activities such as Open House, Literacy/Math night, graduation, and other school wide events.
19. Performs other duties as assigned by the Principal that enhance the assigned job duties including but not limited to staff committees, professional growth, and/or extracurricular activities

Terms of Employment: 182 Day year.
Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Domains and Components will be used for Evaluation in conjunction with student learning targets or other criteria as agreed upon with direct evaluator.

Physical Requirements See Appendix C

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

Livingston Parish Public Schools Job Description

Title: *Licensed Practical Nurse*

Qualifications: Holds a current license to practice as a Licensed Practical Nurse in the State of Louisiana.
Has a minimum of two years of experience in any field of nursing as a practical nurse.

Evaluator: Nurse Coordinator. Registered Nurse assigned to School, School Principal, and Classroom Teacher or evaluatee's respective supervisory level designee

Job Goal: To provide the maximum educational opportunity for the student or students assigned by assisting with the medical needs and procedures which have been ordered by a physician and directed by a Registered Nurse. Needs are to be outlined in an Individualized Health Care Plan for that particular student.

Performance Responsibilities:

1. Serve as child advocate
2. Assess and evaluate health of student while in his/her care on a daily basis.
3. Keep the RN, assigned as her supervisor, informed of condition, problems, and progress by keeping appropriate nurse's notes on a daily basis.
4. Maintain communication with parents and secure supplies as required.
5. Assist with educational process as an assistant to the classroom teacher.
6. Perform those health care duties in special procedures, giving medication which is directed by a Registered Nurse or Physician.
7. Working hours will be as needed for each particular student
8. Salary will be calculated with benefits as agreed upon by the administrative staff at the time of employment.
9. Perform duties and assume responsibilities as may be assigned by the proper authority.
10. Completes Professional Growth Plan and Self-Evaluation.
11. Perform other duties as assigned by the principal that enhance the assigned job duties including but not limited to staff committees, professional growth, and/or extracurricular activities.

Terms of Employment: 182 Day Year. Salary as established by the Board. **non-exempt employee**

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

Signature: _____

Date: _____

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Teacher of English as a Second Language*

Qualifications: As established by the State Board of Elementary and Secondary Education as listed in Bulletin #746

Evaluator: Assigned Supervisor/Designee

Job Goal: To help integrate Limited English Proficient student into the district's education program and to expedite the acquisition of the English language.

Performance Responsibilities:

1. The teacher shall implement an educational program responsive to student needs according to state and local policy, including the Louisiana Components of Effective Teaching and the Louisiana Educator Rubric as applicable.
2. Responsible for student academic growth within the classroom.
3. Identifies National Origin Minority Students by using the home language survey on the district's registration form.
4. Assesses Language Minority Students to identify LEP students by use of formal instruments.
5. Diagnoses instructional needs, and provides an alternative program which meets LEP students' needs for English language instruction.
6. Uses established criteria for entry into and exit from the alternative program for LEP students.
7. Provides understandable instruction in content areas using ESL methodology.
8. Provides LEP students opportunities for the development of positive self-concept and identification with their cultural heritages.
9. Provides appropriate and comparable instructional materials.
10. Attends and participates in faculty meetings, training sessions, IEP/IAP meetings, parent-teacher conferences and board/committee meetings as requested by the principal or ELL supervisor.
11. Attend and work concessions/gates of athletic events, dances, etc. Attend meetings and activities for clubs or groups at the request of the Principal or designee.
12. Provides in-service education and serves as a consultant and resource to teachers and school members on topic concerning ESL services.
13. Works cooperatively with classroom teachers who have LEP students, interpreting the abilities and limitations of these students to the entire staff, and assisting the students with regular class assignments.
14. Provides for parental involvement, and communicates with parents of LEP students in their native language including IEP/IAP meetings, and parent-teacher conferences.
15. Monitors the progress of students at regular intervals throughout the school year and after exiting the program, and provides support services as needed.
16. Maintains accurate and complete records pertinent to the gifted education program as required by law, district policy, and administrative regulations including but not limited to lesson plans, attendance, graded assignments and grades.
17. Prepares for assigned classes and shows written evidence of preparation upon request of immediate supervisor.
18. Maintains proper student discipline in classroom and non-classroom settings.
19. Supervise students during drop off/pick up, lunch recess, assemblies, transition between classes or other locations as assigned by the principal or designee.
20. Assumes responsibility for non-instructional assignments and activities such as Open House, Literacy/Math night, graduation, and other school wide events.
21. Completes Professional Growth Plan.
22. Performs other duties as assigned by the supervisor that enhance the assigned job duties including but not limited to staff committees, professional growth, and/or extracurricular activities.

Terms of Employment: 182 Day Year.

Salary Range: See Salary Schedule as established by the LPPS Board.-exempt employee

Evaluation: Domains and Standards may be used for Teacher Evaluation in conjunction with student academic growth.

Physical Requirements See Appendix C

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____

**Livingston Parish Public Schools
Job Description**

Title: *Coach*

Qualifications: (1) Is employed as a teacher.
(2) Demonstrates interest in and aptitude for executing the performance responsibilities as listed.

Evaluator: Principal or evaluatee's respective supervisory level designee

Job Goal: To help each participating student to achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

Performance Responsibilities:

1. Coach/Sponsor shall perform all duties of their primary employment as teacher or other employee, if applicable.
2. Shall safeguard and accurately account for all monies advance by or received from students, parents, the school or other persons including vendors and donors in accordance with the rules of his/her school and the policies of the Board.
3. Coaches' individual participants in the skills necessary for excellent achievement in the sport involved.
4. Plans, schedules and attends a regular program of practice and games.
5. Shall be present and on time for practice, games, events, camps, banquets, maintenance, recognition ceremonies and faculty meetings as assigned by the Principal.
6. Works closely with the principal and/or the principal's designee in scheduling athletic contests.
7. Coach shall monitor and safeguard all balances, donations, gate receipts and other funds as well as those expended by such program. Recommend purchase of equipment, supplies and uniforms, as appropriate.
8. Maintain and submit in a timely manner any necessary financial forms, budget request, insurance records, eligibility forms, documentation and similar paperwork as assigned.
9. Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times.
10. Enforces disciplined and sportsmanlike behavior at all times including refraining from profane/inappropriate language. Establishes and oversees penalties for breach of such standards by individual students.
11. Shall display respect toward each other, students, athletes and the public, maintain self-discipline, sportsmanlike behavior, and display exemplary conduct at all times.
12. Shall comply with all LHSAA rules where applicable.
13. Shall comply with all provisions of the Ethics Code governing the donation of public funds, the employment of immediate family members and doing business the prohibited courses.
14. Maintain compliance with all laws and board policies governing third parties including, but not limited to, booster clubs.
15. Assistant Coaches/Sponsors shall be responsible for all other duties as assigned by the Head Coach/Sponsor, Principal and/or principal's designee.

Terms of Employment: Compensation and duration of coaching season to be established by the Board.-exempt employee

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

Signature: _____ Date: _____

**I hereby acknowledge and accept the job description as the duties that are expected of me.

Employee Number _____