

GENERAL RESPONSIBILITIES

Low Incidence Teachers

SCHOOL LEVEL:

1. Check caseload sheets from Sp. Ed. Dept. to know student's on your caseload
2. identify each student's eligibility on your caseload.
3. Check each student's school file at the school for an access/disclosure sheet and sign it each time you are in the main school file.
4. Check each student's school file for a current copy of IEP/BISP/Health Plan.

CLASSROOM LEVEL:

1. Check with school principal about your responsibilities for documenting grades each grade period to assure similarity with other teachers in the school. Remember if your student is on Alternate Assessment/DLM you will be reporting the grade for Reading/Math/Science and the general education teacher reports the grade for your student when they are integrated for the subject. For Kindergarten students be sure and obtain a copy of the Kindergarten report card and reporting periods as it may be different.
2. Be familiar with the Common Core Essential Elements or the Common Core State Standards.
3. Have lesson plan book information (daily schedule, assistive technology, etc) completed daily and current for this school year.
4. Ensure the student's direct specialized minutes from their IEP match your daily scheduled minutes in your lesson plan book.

DAILY INSTRUCTION LEVEL:

1. Ensure your schedule reflects the appropriate minutes of Reading, Math, Science, and Career Connections (High School Transition) instruction driven by student's needs.
2. Have available daily lesson plans and documentation or formative data sheets.
3. Keep documentation daily/weekly/monthly on student's individualized goals and objectives.
4. Keep grades in lesson plan books and record progress on student's IEP goals each marking period by disseminating grades and marking progress toward the IEP objectives.
5. Show a direct correlation between the state standards and your daily lesson plans.
6. Keep confidential information (IEP/BISP, etc) which is in the classroom in a secure place.