

Indicators of Performance Intervention Manager

A. Instructional Planning

1. Plans and prepares for students assigned.
 - 1.01 Has written lesson plans reflecting the objectives on intervention plans, behavior management plans or IEP's.
 - 1.02 Has materials ready for implementation of daily lesson plans.
 - 1.03 Effectively utilizes allocated funds to provide materials for student instruction.
2. Provides written intervention plans or IEP goals and objectives for individual student.
 - 2.01 Writes intervention plans or objectives augmenting goals stated on intervention plans, behavior management plans or IEP's.
 - 2.02 Writes objectives that reflect the student's learning and behavioral style and/or functional level.
 - 2.03 Insures that all components of goals and objectives are appropriate and documented.

B. Competency in Subject Matter

1. Teaches content and skills to assigned students utilizing approved curriculum and approved courses of study.
 - 1.01 Daily lesson plans reflect program curriculum, guidelines and courses of study.
 - 1.02 Information is presented accurately, clearly and in sequence.
 - 1.03 Alternative teaching techniques and methods are utilized as appropriate.
2. Strives to improve learning and behavior expertise corresponding to the needs of students.
 - 2.01 Instruction and behavior plans reflect updated and current concepts and material.
 - 2.02 Participates in professional activities germane to the needs of students.

C. Instructional Methods and Practices

1. Participates in conferences for assigned students including behavior management plans, functional behavior analysis, IEP's and annual reviews.

- 1.01 Presents clear, concise, current data relevant to students' functioning in the classroom.
 - 1.02 Insures data is documented and presented at the IEP conferences.
 - 1.03 Shares information and participates in discussions professionally.
2. Develops strategies for maintaining a classroom environment conducive to effective learning, utilizes effective teaching methods and employs a variety of teaching techniques appropriate to the maturity interests and needs of the students
 - 2.01 Employs a variety of instructional methods appropriate to the age, maturity, interests and needs of the students.
 - 2.02 Insures work space is organized, inviting (clean) and aesthetically appealing (for example, with meaningful displays, posters, bulletin boards, etc.)
3. Provides appropriate diagnostic testing and observations identifying student capabilities and monitoring student progress on a regular basis.
 - 3.01 Administers diagnostic tests as appropriate.
 - 3.02 Identifies student capabilities and individual behaviors as exhibited within the classroom.
 - 3.03 Documents student progress via progress reports, report cards and IEP's.
4. Maintains accurate and complete records as required by law and KCSEC guidelines.
 - 4.01 Insures records and reports are complete, accurate and are submitted as required in a timely fashion.
 - 4.02 Maintains files with a sampling of students' work substantiating the assessment of classroom performance.
5. Communicates with parents on an individual basis.
 - 5.01 Regularly telephones, conferences, completes communication logs or writes to parents regarding student performance.
 - 5.02 Informs parents about changes in a student's program.
 - 5.03 Endeavors to involve and/or enlist the support of parents in the child's program as appropriate.
6. Consults with appropriate professional staff regarding student's therapeutic and educational program and needs.
 - 6.01 Completes referrals accurately and in a timely fashion.
 - 6.02 Consults with appropriate teachers and resource personnel to improve/enhance a student's program.

- 6.03 Participates as appropriate at conferences and informal meetings relevant to the child's program.
- 7. Initiates, facilitates and monitors each student's program in the LRE with appropriate teaching and related service staff.
 - 7.01 Facilitates interface of special programs with regular program via communication and coordination with other professional school staff.
 - 7.02 Documents implementation of consultation/transitional services.
 - 7.03 Documents follow-up of recommended support services.
- 8. Provides direction and guidance to teacher aide for appropriately assisting student instruction and behavior.
 - 8.01 Insures teacher aide has pertinent data relevant to student performance.
 - 8.02 Clarifies programmatic expectations and responsibilities to teacher aide.
 - 8.03 Communicates information to Coordinator's in preparation for teacher aide evaluation.

D. Classroom Management

- 1. Establishes strategies for maintaining orderly classroom behavior on an individual and group basis.
 - 1.01 Students are taught classroom behavior standards, rules, discipline procedures, rationale and consequences.
 - 1.02 Interaction between teacher and student occurs in a mutually respectful and friendly manner.
 - 1.03 Disciplinary actions are fair, firm and consistent and facilitate the growth of self-discipline in the student.
 - 1.04 Student behavior is appropriate for the learning behavior.
- 2. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
 - 2.01 Starts students on tasks quickly and assures efficient transition between the activities.
 - 2.02 Efficiently and effectively organizes the materials and equipment

E. Relationships with Students, Parents and Staff

- 1. Works to establish and maintain open, positive lines of communication with students and their parents concerning academics and behavior.
 - 1.01 Provides opportunities for students to express needs, feelings and concerns.

- 1.02 Promotes students' sense of self-worth through positive comments.
- 1.03 Incorrect/inappropriate responses do not result in humiliation.
- 2. Establishes and maintains a cooperative relationship with other members of the staff.
 - 2.01 Is a contributing member to pupil personnel meetings, faculty, staff, IEP and departmental meetings.
 - 2.02 Is willing to share new instructional techniques and materials.
 - 2.03 Shows warmth and friendliness (such as smiling and being polite and courteous) and refrains from negative comments.
- 3. Assists the administration in upholding and enforcing school rules and policies.
 - 3.01 Is a positive force when interpreting school programs or policies to students, staff and parents.
 - 3.02 Makes constructive suggestions for the school/program and student improvement to appropriate personnel.
 - 3.03 Abstains from making slurs based on ethnic background, race, or sex.

F. Professional Responsibilities

- 1. Meets accepted standards of professional behavior.
 - 1.01 Respects and maintains confidentiality of student matters in discussion with other staff members and parents.
 - 1.02 Demonstrates care in the use of materials, equipment and facilities and exercises care for the health and safety of students and other school personnel.
 - 1.03 Is aware of KCSEC policies and procedures and IL Rules and Regulations to Govern the Administration & Operation of Special Education matters concerning program or teaching duties.
- 2. Observes and follows all KCSEC policies and procedures.
 - 2.01 Communicates a positive commitment to the mission of the organization.
 - 2.02 Is accurate and punctual with reports, records and communications.
 - 2.03 Performs other duties as assigned by the KCSEC administration.
- 3. The intervention manager exhibits professionalism and commitment through punctuality and attendance.
 - 3.01 Arrives at school on time prepared to teach and consult.
 - 3.02 Absences do not disrupt continuity, team plans or the educational process.

- 3.03 Is punctual and consistent in meeting assigned students, teachers, meetings, extra-duty assignments, building and Co-op meetings and committee assignments.
- 4. Performs other duties as assigned by the Kendall County Special Education Cooperative administration.

EVALUATION: Formal and informal classroom observations and conferences shall occur as needed or desired by the professional staff member, Director, Assistant Director or Coordinator and shall be an ongoing process.