

Indicators of Performance  
Itinerant Teacher of the Physically Handicapped

A. Instructional Planning

1. Plans and prepares for students assigned.
  - 1.01 Has written lesson plans reflecting the objectives on intervention plans on IEP's.
  - 1.02 Has materials ready for implementation of daily lesson plans.
  - 1.03 Effectively/appropriately utilizes allocated funds to prepare students for classroom instruction.
2. Provides written intervention plans or IEP's on each 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 behavior style and functional level.
  - 2.03 Insures that all components of objectives are appropriate and documented.

B. Competency in Subject Matter

1. Teaches content and skills to assigned students utilizing KCSEC and district curriculums 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 implemented when appropriate.
2. Strives to improve expertise in area of specialization.
  - 2.01 Daily lesson plans reflect updated and current concepts.
  - 2.02 Presentation of lesson reflects the updated, current concept and materials.
  - 2.03 Participation in professional activities germane to teaching area.

C. Instructional Methods and Practices

1. Participates in IEP conferences including behavior management plans, functional analysis of behavior, placement, and annual reviews.
  - 1.01 Presents clear, concise, current data relevant to student's functioning in the classroom.
  - 1.02 Insures data is documented and presented at IEP conference.

- 1.03 Shares information and participates in discussion in a professional manner.
2. Develops strategies for maintaining a classroom environment conducive to effective learning, utilizes effective teaching methods and employs a variety of instructional techniques appropriate to the maturity, interests and needs of the students.
  - 2.01 Provides and utilizes effective teaching methods appropriate to the age, maturity, interests and needs of the students.
  - 2.02 Employs various instructional techniques that are appropriate to the age, maturity, interests and needs of the students.
  - 2.03 Insures work area is organized, inviting (clean) and aesthetically appealing (for example with meaningful displays, posters, bulletin boards, etc.).
3. Provides appropriate diagnostic testing, identifies student capabilities and monitors 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 Kendall County Special Education guidelines.
  - 4.01 Insures that records and reports are complete and accurate.
  - 4.02 Insures that records/reports are submitted as required in a timely fashion.
  - 4.03 Maintains files with a sampling of students' work substantiating the assessment of classroom performance.
5. Communicates with parents on an individual or small group basis.
  - 5.01 Regularly telephones, conferences, 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 a student's educational program.
  - 6.01 Completes referrals accurately and in timely fashion.
  - 6.02 Consults with appropriate resource personnel to improve/enhance a student's program.
  - 6.03 Participates at appropriate conferences and informal meetings regarding a child's program.

7. Initiates, facilitates and monitors mainstreaming into student's program when it is appropriate and consults with teacher to whom student is mainstreamed in the Least Restrictive Environment.
  - 7.01 Facilitates interface of special program 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 guidelines and facilitates medical needs as appropriate.
  - 8.01 Insures pertinent data relevant and relevant recommendations regarding students' performance are implemented.
  - 8.02 Clarifies programmatic expectations and responsibilities to teacher aide.
  - 8.03 Communicates information to Coordinator in preparation for implementing student needs.

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 environment.
2. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
  - 2.01 Starts students on task quickly and assures efficient transition between the activities.
  - 2.02 Assists in efficiently and effectively organizing classroom materials and equipment.
  - 2.03 Students spend minimal time in non-learning activities.

E. Relationships with Students, Parents and Staff

1. Works to establish and maintain open and positive lines of communication with students and their parents concerning academics, language 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 Insures that incorrect/inappropriate responses do not result in humiliation.
  - 1.04 Contacts parents regarding academic, behavior or physical needs at the initial stages when student's need is first observed by staff.
- 2. Establishes and maintains cooperative relations 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 school/program and student improvement to appropriate personnel.
    - 3.03 Abstains from making slurs base 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 in matters concerning program or teaching duties.
- 2. Exhibits professionalism and commitment through punctuality and attendance.
  - 2.01 Arrives at school on time and is prepared to teach and consult.
  - 2.02 Absences do not disrupt continuity, team plans or the educational process.
  - 2.03 Is punctual and consistent in meeting assigned students, teachers, meetings classes, extra-duty assignments, building and Co-op meetings and committee assignments.
- 3. Observes and follows all KCSEC policies and procedures.

- 3.01 Communicates a positive commitment to the mission of the organization.
- 3.02 Is accurate and punctual with reports, records and communications.

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