

## JOB DESCRIPTION

**DEPARTMENT:** EXCEPTIONAL CHILDREN SERVICES

**JOB TITLE:** AGENCY/BEHAVIOR PROGRAM  
DEPARTMENT CHAIR

**REQUIREMENTS:**

- A. Education Level:** Bachelor's degree with teaching certificate
- B. Experience Desired:** Minimum of 3 years' teaching experience
- C. Physical Requirements:** Constant eye-mind and eye-hand coordination. hearing; intermittent speaking, standing, walking, writing, bending and stooping. Frequent driving between locations, keyboarding and repetitive motions with wrists, hands and fingers.

**REPORTS TO:** Supervisor, Exceptional Children Services  
Building Principal

**RECEIVES GUIDANCE FROM:** Sending and Receiving Principals  
Agency Treatment Team

**DATE:** Revised December 1998

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Assists teachers in improvement of instruction, including regular classroom visitation and inservice training.
2. Provides assistance to substitute teachers.
3. Coordinates the program and teacher schedules in conjunction with the supervisor/principal.
4. Develops and maintains a positive working climate within the program.
5. Coordinates curriculum planning with the supervisor/principal.
6. Assists in district curriculum development as requested by the supervisor/principal.
7. Holds regular departmental meetings with feedback to all staff, administrators, and counselors.
8. Serves as consultant in hiring and discharging non-certified personnel and teachers within program as requested by the supervisor/principal.
9. Assumes responsibility for coordinating the district agency programs and assures effective teamwork.
10. Ensures that IEP's are implemented as outlined in a manner consistent with district/agency guidelines.
11. Develops and implements an understanding of strategies which promote best practices.

