

<p><b>Head of School</b></p>	<ul style="list-style-type: none"> <li>• Oversee the maintenance of all student files</li> <li>• Represent SCCS with both internal and external communication</li> <li>• Coordinate all services provided by SCCS faculty and staff</li> <li>• Coordinate all services with outside providers (NWAEA, Sioux Center Community School, etc.)</li> <li>• Organize NWAEA team meetings</li> <li>• Facilitate parent meetings, as needed</li> <li>• Maintain knowledge of resources and responsibilities at both state and federal levels</li> <li>• Assign paraprofessionals</li> <li>• Decide capacity for SCCS to address a prospective child's needs in collaboration with the inclusive education team</li> <li>• Oversee teacher and paraprofessional training</li> <li>• Oversee the development and implementation of student plans</li> <li>• Order all materials needed for inclusive education</li> <li>• Oversee the universal screening and progress monitoring assessment process</li> <li>• Facilitate the transition of students going to high school</li> <li>• Support all members of the inclusive education team</li> </ul>
<p><b>Resource Teacher</b></p>	<ul style="list-style-type: none"> <li>• Maintain all files for students receiving services</li> <li>• Assist in assigning paraprofessional support</li> <li>• Provide input in relation to capacity for SCCS to address a prospective child's needs</li> <li>• Assist in paraprofessional training</li> <li>• Aid in the transition of students going to high school</li> <li>• Create educational programs for students being served by partnering with the classroom teacher, communicate with and support the paraprofessional implementing the plans (if applicable)</li> <li>• Provide input at parent meetings, facilitate meetings as needed and assigned</li> <li>• Report to the head of school</li> </ul>
<p><b>Paraprofessional</b></p>	<ul style="list-style-type: none"> <li>• Carry out plans in collaboration with the classroom teacher and/or the resource teacher</li> <li>• Be the "hands and feet" of plans both in the classroom and outside the classroom</li> <li>• Assist with progress monitoring as necessary</li> <li>• Report to the head of school</li> <li>• Attend paraprofessional meetings and trainings</li> </ul>
<p><b>Classroom Teacher</b></p>	<ul style="list-style-type: none"> <li>• Work collaboratively with the resource teacher and/or paraprofessional to create an educational program for students being served</li> <li>• Provide information needed for progress monitoring</li> <li>• Provide input at parent meetings, communicate often with parents</li> <li>• Share classroom resources, handouts, etc. with the resource teacher and/or paraprofessional as needed</li> <li>• Provide a welcoming environment for paraprofessionals</li> <li>• Set clear expectations for paraprofessional support and the educational program and progress of students</li> </ul>