# GARRARD COUNTY SCHOOLS

**Job Description**

**CLASS TITLE: PASS PROGRAM TEACHER**

**REPORTS TO:** School Principal / Designee

**EXEMPT STATUS:** Exempt

**APPROVED:**

**BASIC FUNCTION:**

Implement and monitor the Positive Approach to Student Success (PASS) Program to provide behavioral and instructional support to students and campus personnel. Communicate with school staff, district special education staff, and parents/guardians information pertaining to student needs (such as, but not exclusively, IEPs, BIPs, and general progress).

**REPRESENTATIVE DUTIES:**

* Effectively manage student behavior of students assigned to the PASS program.
* Serve as a resource to the campus in identifying and implementing effective research-based behavior management strategies for students.
* Assist in developing and implementing Behavior Intervention Plans (BIP) for students.
* Implement all elements of the PASS program, including orientation, re-orientation, student monitoring, student reinforcement, and documentation.
* Provide instruction to students while in the PASS classroom for re-orientation.
* Maintain portfolios for all students served through the PASS program.
* Provide ongoing communication with parents of students utilizing PASS documentation forms.
* Maintain classroom logs as documentation of students served in PASS classroom.
* Maintain monitoring sheets on all students served in PASS classroom.
* Provide leadership and direction to PASS paraeducators
* Provided technical assistance in behavioral intervention strategies to campus personnel for students not served in the PASS program.
* Provide training to school personnel on the implementation of all elements of the PASS program as needed.
* Be trained in SCM (Safe Crisis Management), provided by the district.
* Plans a program of study that meets the student's individual needs, interests, and abilities as much as possible.
* Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
* Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
* Strives to implement the district's philosophy of education and instructional goals and objectives by instruction and action.
* Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
* Maintains accurate, complete, and correct records and their confidentiality as required by law, district policy, and administrative regulation.
* Assists the administration in implementing all policies and rules governing student conduct in the classroom and school-related activities, as set forth by the Student Code of Conduct.
* Strives to maintain and improve professional competence.
* Assesses the learning needs of students on a regular basis, seeking the assistance of district specialists as required.
* Attends staff. response-to-intervention, and Admission and Release Committee meetings, as applicable, and serves on staff committees as required.
* Attends necessary professional development to support job responsibilities.
* Maintains a professional awareness of current literature related to assignment, including working knowledge of state and federal law, Board policy, and administrative regulations.
* Perform related duties as assigned by the administrator or Superintendent.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

* Curriculum, instruction and assessment.
* Record-keeping techniques.
* Oral and written communication skills.
* Research methods and report writing techniques.
* Laws, rules and regulations related to assigned activities.
* Policies and objectives of assigned program and activities.
* Interpersonal skills using tact, patience and courtesy.
* Technical aspects of the field of specialty.

**ABILITY TO:**

* To perform the responsibilities as previously outlined.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Utilize technology.
* Prioritize and schedule work.
* Learn, apply, and explain policies, procedures, rules, and regulations.
* Maintain current knowledge of program rules, regulations, requirements, and restrictions.
* Determine appropriate action within clearly defined guidelines.
* Work independently with little direction.
* Meet schedules and timelines.

**PHYSICAL DEMANDS**

* Work is performed while standing, sitting, and/or walking.
* Requires the ability to communicate effectively using speech, vision and hearing.
* Requires the use of hands for simple grasping and fine manipulations.
* Requires bending, squatting, crawling, climbing, reaching.
* It requires the ability to lift, carry, push or pull lightweights.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EDUCATION AND EXPERIENCE:**

Kentucky Certification in Elementary Education accepted. Dual certification in Special Education and Elementary Education is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky Teaching Certification