

ACESC Job Description 2022 Co-Op Teacher for Children with Disabilities	
Qualifications:	Certificate – Substitute Teacher License and only if a properly licensed teacher is not available. Enrolled in accredited teacher education/licensure program to be an Intervention Specialist Must be within 24 months of receiving their Intervention Specialists License. Must remain on track to graduate within the timeframe established prior to being hired. The timeframe may be extended up to a maximum of three years with the Superintendent's approval.
Experience	Must have demonstrated skills as an excellent aide/substitute teacher for a minimum of one year.
Reporting To:	Director of Special Education/ ED, Alternative, JDC or designee
Performance	1. Submit evidence of successful progress toward receiving the license every six months.
Responsibilities:	2. Co-Op teacher agrees to at least one-year teaching with the Allen County ESC after receiving a Teaching License.
	3. To provide instruction with the assistance of the Co-Op's Cooperating Teacher that is: <ul style="list-style-type: none"> a. designed to provide skills leading to independence as an adult on the basis of the evaluation of each child b. designed to align with Ohio Extended Content Standards c. instruction that is developmentally sequential and includes required assessment d. designed to provide objectives leading to one or more occupational skills; e. designed to provide training modes of communication that are appropriate to the needs of the child, functional daily living skills, prevocational/vocational skills and adaptive behavior;
	4. To serve as a member of the multifactored team;
	5. To coordinate and participate in each child's IEP meeting;
	6. To direct the activities of the teacher assistant/aide;
	7. To assist in the development of the course of study;
	8. To clearly define behavioral requirements for the students in regard to privileges and consequences;
	9. To communicate on a regular basis with parents and local district administrators regarding the progress of each pupil;
	10. To care for the personal needs of individual pupils including any specialized in delegated nursing care (with training)
	11. To participate in in-service training/pd as directed by the principal, supervisor, or director for the benefit of the educational program or individual pupil needs;
	12. To participate in building and county office staff meetings, activities, and staff development;
	13. To follow the policy of the school district of attendance regarding the administering of medication;
	14. To perform assigned and other non-instructional school responsibilities consistent with the general teaching staff;
	15. To promote the acceptance of students with disabilities among the staff and student body;
	16. Such other duties as may be assigned by the Directors and/or Superintendent
Physical/Mental/ Work Hazards	Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling and grasping.

**Travel
Requirements
Terms of
Employment
Classification**

Travel to school buildings, city/state agencies and professional meetings as required

Placed on the teacher pay schedule at BA/Step 0 and will remain at BA/Step 0 until licensed. Benefits available day 1. Once licensed, placed at appropriate column on salary schedule based on the education level, and appropriate row based on the number of years (at least 120 days/year) serving the Allen County Educational Service Center as a Co-Op Teacher.

Evaluation:

Performance of this job will be evaluated by the Superintendent or his/her designee in accordance with provision of the Allen County Board policy on evaluation of certificated personnel.

December 2023