

## School Personnel Roles: Special Education

Role & Responsibilities	When to Contact
<p><b>Teacher of Record (TOR)</b></p> <ul style="list-style-type: none"> <li>• Member of IEP Team as appropriate</li> <li>• Co-develops assessment plan with psychologist</li> <li>• Conducts assessments as per Assessment plan</li> <li>• Coordinates scheduling of IEP meeting for students (initials, annuals, triennials)</li> <li>• Teacher of Record for student</li> <li>• Collaborates with general education teachers as appropriate for mainstreamed students</li> <li>• Implements goals and objectives as per IEP</li> <li>• Provides progress reports towards goals and objectives</li> <li>• Responsible for differentiated curriculum and instructional strategies</li> <li>• Responsible for paraprofessionals assigned to classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Referral for special education assessment (initial)</li> <li>• Questions about Parent/Guardian Rights</li> <li>• Questions about assessment process</li> <li>• Questions about date and time of upcoming IEP meeting</li> <li>• Request for an additional IEP meeting</li> <li>• Questions about goals and objectives</li> <li>• Questions about curriculum and/or instructional strategies</li> <li>• Questions about implementation of accommodations/modifications in general education setting</li> <li>• Questions about mainstreaming</li> <li>• Questions about paraprofessionals</li> </ul>
<p><b>Itinerant Staff (Speech, OT, PT, APE)</b></p> <ul style="list-style-type: none"> <li>• Member of IEP Team as appropriate</li> <li>• Conducts assessments as per Assessment Plan</li> <li>• Implements goals and objectives as per IEP</li> <li>• Provides progress reports towards goals and objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Questions about goals and objectives</li> <li>• Questions about specific services</li> </ul>
<p><b>School Psychologist</b></p> <ul style="list-style-type: none"> <li>• Co-develops assessment plan with RSP</li> <li>• Conducts assessments as per plan</li> <li>• Member of IEP Team as appropriate</li> <li>• Provides services as identified on IEP, such as counseling services, social skills training, etc.</li> <li>• Develops behavior plans</li> </ul>	<ul style="list-style-type: none"> <li>• Questions about assessments</li> <li>• Questions about implementation of specific services - counseling and social skills</li> <li>• Questions about implementation of behavior plan</li> </ul>
<p><b>House Principal</b></p> <ul style="list-style-type: none"> <li>• Member of IEP Team Meeting as administrator</li> <li>• Ensures implementation of services</li> <li>• Ensures implementation of Goals and Objectives</li> <li>• Supervises on-site special education personnel</li> <li>• Classroom assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Not able to resolve special education concerns after talking with school special education personnel</li> <li>• School issues unrelated to special education</li> </ul>