

**Additional Requirements Checklist for  
SPECIAL EDUCATION EXTENDED SCHOOL YEAR SERVICES  
Special Education Teachers**

**Instructions to applicant:** Please read each requirement carefully and check whether you are able to meet it for the position for which you are applying.

Check if meets	Requirement
	1. Must have West Virginia teaching certificate with certification in Autism, Mental Impairment or both, K-12.
	2. Must be currently teaching in a special education program
	3. Must be available for <b>entire summer program:</b>
	4. Must be able to administer and analyze assessments that document progress.
	5. Interact regularly with parents to communicate student progress and activities they can use to reinforce the skills learned in the classroom
	6. Complete student assessments at the end of the summer program and prepare a progress report for the parents and the student file before leaving on final day.
	7. Teach students routines and procedures for the lunch time so as to facilitate their eating and minimize the need to clean the area afterwards.
	8. Supervise students eating lunch, assist with student health needs, toileting, etc. as needed per IEP.
	9. Assure the safety of students in his/her charge.
	10. First Aid/CPR certification is required for these positions and must be obtained. If certification is not obtained, the position must be vacated.
	11. Must be able and willing to administer medication to students as required.
	12. Ensure that the classrooms in use are kept secured and well-maintained.
	13. Contact the Supervisor of Special Education, the Director of Special Education, or Administrative Assistant (in that order) if an emergency arises during the instructional day or if a personal emergency arises that would prevent your reporting to your daily work assignment. If you do not report to work, you will not be paid for that day.
	14. Complete other duties and responsibilities as assigned by the Director of Special Education

**Rate of Pay:** Will be paid at individual teacher's hourly daily rate of pay. Number of hours paid will not exceed four (4) daily Monday through Thursday. This will exclude Fridays and holidays.