

**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.