

## **School Education Profile:**

- I. Methods of instruction that will be used by the school to provide special education and related services to Special Needs Scholarship Program (SNSP) students.

St. John's Lutheran School has a threefold vision of instruction based on a firm foundation in Christ, the highest quality education, and a desire to develop and utilize each person's gifts to glorify their Lord and Savior and to work with unity of purpose. We accomplish this by providing reasonable modifications to educational programming and procedures if necessary within the regular educational classroom. The most recent individualized education program (IEP) or services plan will be implemented, as modified by agreement between the school and parents of the special needs student. The modified IEP or services plan will guide instructional methods. General education teachers may provide differentiated or modified instruction and accommodations that align with the students' modified agreement. Students may receive interventions or modified curriculum/instruction in a resource setting. Decisions about assessments and interventions are based on each child's needs. Both formal and informal assessments are used in determining student progress.

Title I services in reading and Speech Therapy by a speech pathologist are offered on campus through the school district of Mayville.

Students utilizing the Special Needs Scholarship are subject to the guidelines and expectations listed in the Parent and Student Handbook.

- II. Qualifications of the teachers and other persons who will be providing special education and related services to SNSP students.

All teachers at St. John's Lutheran have a Bachelor's degree in Education from a four-year, accredited university or college. The Special Education Program director has a B.S. in Education with Certifications in 1-9 General and Special Education EC-6 and SpEd EC-12. All support staff are qualified according to Wisconsin standards.

## **Program Overview:**

**Staffing:** The program will initially be staffed by one full time Special Education teacher that will head the program. The director will have a full time aide to assist with student services. The job description for the Program director and Program Aide are included as attachments.

**Facility:** The program will be housed in a renovated room on the upper level of the school. This room is designed with office space, space to work with individual students or small groups of students and includes a sensory space.

**Curriculum:** The program will use the curriculum of the classroom teachers with modifications. An SEL Curriculum will be purchased or developed. Curriculum will be added as needed if requested by the program director with the approval of the school administrator and with availability of funds.

**Public School District Collaboration:** The school district of Mayville will provide evaluations for referrals, speech services, Title services, and possibly OT services. The Program Director will serve as the liaison between St. John's and the school district of Mayville.

**Administrative Duties:** These would include completing a case file, reviews, and evaluations for each student in Tier II and Tier III services, completion of all reports for DPI and the SNSP program, liaison with the Mayville Public School District, teacher service files for resources and referrals.

**Student Services:** Specific services, modifications, and interventions will be determined by the program director and may include, but are not limited to classroom teacher modifications, push in programs, pull out programs, executive functioning instruction, assessment modifications, Students will be evaluated and services will be determined based on a three tier system as follows:

*Tier I Services:* The student services in Tier I will include short term assistance that may include catching a student up due to an absence(s), assisting with a difficult concept in a subject area, or minor modifications needed such as a quiet space or extended time to complete a test or homework assignment. This will not need parental permission but will require a teacher referral.

*Tier II Services:* The students receiving Tier II services will include longer term assistance that may include math or reading remediation. The students in Tier II would not qualify for Special Education services through an IEP or 504 services plan but still need the additional services to remain or advance to grade level expectations. This tier will need parental permission to receive services.

*Tier III Services:* The students receiving Tier III services must have an IEP, a 504 plan, or a modified parent and school agreement form.

**Teacher Services:**

*Resource Library:* Teachers may request resources to assist with instruction, remediation, or supplement the curriculum. The program director will collect resources based on a teacher request and the student's needs. As the program grows, the resource library will grow and develop. The Resource Library Request form is included as an attachment.

*Professional Development:* The Program director will provide professional development and or training to the staff on a topic of the director's choosing and depending on a required area or an area of need or concern, a minimum of three hours during the course of a school year.

*Instructional Coaching:* The program director may assist teachers through an Instructional coaching model of observation, interviewing, collecting resources, and reevaluation of the instruction. This will be available and implemented at the request of either the teacher, program director, or administrator.

**Program Dismissal / Expulsion:**

Students utilizing the Special Needs Scholarship are subject to the guidelines and expectations listed in the Parent and Student Handbook.

*Expulsion:* This refers to a permanent removal of a student from St. John's Lutheran school due to a violation or a history of accumulated violations of the school rules and regulations as spelled out in the Parent and Student Handbook. Expulsion would be based on the student having control of his/her actions and deliberately not adhering or complying with the school rules and regulations. St. John's will have ample documentation to present to the school board in these situations. The student and his/her parents will be notified of the situation and will have an opportunity to present their case before the school board. The school board will make the final decision.

*Dismissal:* This refers to a transfer out of St. John's Lutheran school due to the school's inability to provide the resources and instruction in the manner the student needs. This would include needs that the student may have that are beyond the scope of the modified parent agreement, IEP, or service plan. Documentation of implementation of all services must be provided to the parents prior to recommendation for dismissal. Dismissal is no reflection on the student but rather a reflection on St. John's Lutheran's ethical responsibility to the student in regards to providing the needed services.

**Attachments:**

1. Program Director Job Description
2. Teacher Request / Referral Forms
3. Teacher Resource Request Form
4. Modified Parent Agreement Form
5. Tier II Parent Permission Form

**St. John's Lutheran School**  
**520 Bridge St.**  
**Mayville, WI 53050**

**JOB DESCRIPTION**

**I. IDENTIFICATION**

Job Title: Special Needs Scholarship Program (SNSP) Director  
Reports to: Principal  
Responsible to: School Board

**Our Mission**

By the grace of God, St. John's Lutheran School serves the Lord by spreading His Word and promoting the spiritual, emotional, social, academic and physical growth of its student body.

**II. JOB SUMMARY:** The SNSP Director is charged with the overseeing of St. John's Lutheran School SNSP Program spiritually, educationally and administratively. This position has supervisory accountability over the administrative program requirements through the Wisconsin DPI, the students identified or referred to the program under the Tier I-III definitions outlined in the handbook, and provide professional development or training to the faculty.

**III. PRACTICE STANDARDS**

**A. Domain I – Planning and Preparation**

- Demonstrates knowledge of state and federal regulations and of resources both within and beyond the school.
- Plan and develop the interventions for the students in the program integrated with the regular school program to meet the needs of individual students as outlined in the IEP, Service plan, or parent agreement.
- Evaluate interventions quarterly and annually per the requirements of the SNSP program or the needs of the student.
- Schedule and supervise the aide to assist with the students in the program.

**B. Domain II – The Environment**

- Establish a positive rapport with students, parents, and teachers.
- Establish and maintain clear procedures for referrals
- Establish standard of conduct in the Resource Room
- Organize physical space for administrative responsibilities, storage of resources and providing interventions for students

**C. Domain III – Delivery of Services**

- Responding to referrals, and consulting with teacher and administrator and evaluating student needs

- Developing and implementing modifications to maximize students' success
- Communicating with families, teachers/staff, and administration including securing the necessary permissions
- Collecting information, writing reports, completing and supervising the schedule for the aide.
- Plan and implement Professional Development opportunities for the staff and/or training on an annual basis.
- Demonstrating flexibility and responsiveness

#### D. Domain IV – Professional Responsibilities

- Reflecting on practice in an accurate and perceptive manner
- Maintaining and securing accurate records and submitting them in a timely fashion.
- Participates in a professional community and presence is substantial within the school community.
- Engaging in professional development for professional improvement.
- Maintaining professionalism holding to the highest standard of honesty, integrity, and confidentiality continually advocating for students' academic, social, and behavioral needs.

### IV. PROFESSIONAL DEVELOPMENT

- A. Attends all required meetings and in-services to maintain professional competencies.
- B. Seeks out opportunities for professional development and networking opportunities.

### V. EDUCATION

Required:

- A. BA or BS in Elementary Education
- B. Certification in the Special Education Field

### VI. WORK EXPERIENCE

Desired:

- A. Past experience in Special Education or related field
- B. Classroom teaching experience

### VII. SPECIAL SKILLS, ABILITIES, AND BEHAVIORS

- A. Communicates effectively with others in a variety of modalities
- B. Acts as a steward of St. John's Lutheran Church and School
- C. Works collaboratively with non-professional staff, professional staff, School board, the Mayville Public School District, and parents to provide a quality educational opportunity to all students

- D. Will communicate openly with parents and guardians in respect to the development of individual students as needed
- E. Assures confidentiality in matters regarding individual students and other required topics
- F. Will provide timely and complete information in assignments and reports
- G. Develops curriculum in partnership with teaching staff consistent with current professional and educational standards
- H. Performs reliably and dependably with a good record of attendance, punctuality, flexibility, and time management
- I. Maintains a professional appearance
- J. Conducts oneself in a Christian fashion including promotion and enforcement of behavioral standards and policies consistent with the beliefs and values of St. John's Lutheran School including but not limited to Matthew 18

VIII. PHYSICAL DEMANDS

- 1. Able to sit, turn, stand, walk, crouch, stoop bend and stretch regularly
- 2. Must be able to lift 20-30 lbs. on a consistent basis

IX. WORKING CONDITIONS

- 1. Usual conditions are consistent with typical office and classroom/school environments
- 2. Work conditions and surfaces etc. will vary depending on off site programming as developed

**Approvals**

SNSP Director: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

School Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_