**IEP Students**

**Special Education Department and CTE Instructor Roles**

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| **Although roles and responsibilities are shown in a columnar format, they do not operate independently or in a vacuum. Each role needs the others and works with a spirit of collaboration.** |
| Role | Special Educator | CTC Instructor | Paraprofessional |
| Instruction | * Provides instruction to individual students, small groups, and whole class per IEP goals (reinforces content)
* Designs accommodations for and modifications of materials and instruction
* Monitors students’ academic work
* Coordinates support for individual students (e.g., medical and behavioral needs)
* Collaborates with CTC instructor to provide strategies to modify instruction based on student data outcomes
 | * Provides instruction to individual students, small groups, and whole class
* Differentiates and adjusts instruction to meet student needs
* Implements accommodations, modifications, and specially designed instructional strategies
* Modifies instruction based on student data outcomes
 | * Follows instructional plans as implemented by the CTC instructor and/or the special education teacher
* Implements accommodations, modifications, and specialized strategies as designed by the special education teacher
* Provides specialized assistance to assigned students as needed (e.g., personal care)
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| Assessment | * Assists in NOCTI and industry assessment administration as applicable
* Adapts classroom assessments in collaboration with CTC instructor
* Grades or assists with grading student performance (not tasks)
* Measures student progress toward IEP goals
* Provides CTC instructor with supports related to IEP data collection for individualized IEP goals
 | * Conducts formative and summative assessments
* Grades students on modified expectations
* Adapts classroom assessments in conjunction with special educator
* Administers local and state standardized measures
* Measures student progress toward IEP goals within daily routines and activities
* Provides timely and useful feedback to students
 | * Assists in NOCTI and industry assessment administration as applicable
* Assists and supports classroom assessment of student performance
* Collaborates with CTC and special education teachers to report student progress on IEP goals
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| Communication | * Attends problem-solving meetings
* Facilitate IEP meetings and attends planning meetings with CTC representative(s)
* Communicates with students, families, district LEA, and CTC faculty and administration
* Participate in professional development relating to inclusive practices
 | * Attends problem-solving meetings
* Collaborates with the special educator to differentiate curriculum
* Provides proactive and timely communication with families and IEP team on the effectiveness of strategies being used
* Attends IEP and planning meetings with special educator
* Collaborates with and provides information at CTC center meetings on curriculum and instruction
* Participate in professional development relating to inclusive practices
 | * Provides feedback to team members on the success of strategies and student progress
* Maintains effective and open communication with the school
* Honors confidentiality of student information
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| **Although roles and responsibilities are shown in a columnar format, they do not operate independently or in a vacuum. Each role needs the others and works with a spirit of collaboration.** |
| Role | Special Educator | CTC Instructor | Paraprofessional |
| Leadership | * Creates a positive and reinforcing environment for students
* Models effective communication for other staff
* Trains and supervises paraprofessionals
* Facilitates use of related services professionals
 | * Creates a positive and reinforcing environment for students
* Models effective communication for other staff
* Designs the structure of the class (e.g., curriculum, classroom management, physical design, policies, materials)
 | * Creates a positive and reinforcing environment for students
* Models effective communication for other staff
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| Recordkeeping | * Maintains records of accommodations, modifications, and specially designed instruction
* Leads development of student IEP’s
* Maintains documentation of progress toward IEP goals
 | * Maintains records of accommodations, modifications, and specially designed instruction
* Records daily lesson and unit plans, activities, and assignments
* Maintains student records of progress and grades on learning targets and standards
* Maintains attendance records
 | * Assists the special education teacher in documenting student progress toward IEP goals
* Maintains logs and time sheets
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