

JOB RESPONSIBILITIES OF SCHOOL PERSONNEL

Call this person if...

Central Office

Superintendent – Person who directs and manages an entire school district
~ “The buck stops here!” (... all other avenues of communication have failed.)

Curriculum Director – Oversees the coursework that is taught and how it is taught
(... you have a question about the content of a course or course materials.)

Director of Special Education – Oversees everything about Special Education
(...you have any questions about Special Education)

School Psychologist – A person who studies children in an educational setting and is concerned with the assessment of a child’s ability and aptitude. (... you have questions about the test results or placement of a child.)

Building Level

Principal – The educator who has executive authority for a school. (...you have a concern about a child’s well-being that is not being addressed by the child’s teacher.)

Classroom Teacher – One whose occupation is to instruct. Usually responsible for a specific classroom or subject area. (... you have any concerns about a child’s well-being. This is generally the first person you would contact for sharing any information about a mutual client.)

Special Education Teacher – Modifies teaching for students with special needs.
(... you have any concerns about a child’s Special Education program or placement.)

Guidance Counselor – Someone who listens to a student’s problems and gives advice.
(... you have any concerns about a child’s mental health issues.)

Instructional Support Teacher (IST) – Identifies the learning needs of students who are experiencing difficulty and providing them with the type of academic, behavioral and/or social support needed to succeed in school. (... you or your client would like to initiate a student assistance team to address a child’s behavior or academic concerns.)

Title I Reading Specialist – Teacher who modifies instruction to meet the needs of students having difficulty in reading, math, early childhood (K-3) skills, and/or language arts. “Title I” refers to a federally funded program. (...you have any concerns about a child’s reading that is not being addressed in Special Education.)

School Nurse – Takes care of all physical needs of children within a school, including illness, injuries, medications, and evidence of abuse. (...you have any concerns about a child’s health or medication issues.)