



REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.06 Facilitate parent involvement and communication in decision making regarding interpretation of assessments and findings in the IEP development.	B	10D		3. Facilitate meetings and apply good counseling techniques.	1.06 Participation and involvement of scheduled meetings.
1.07 Articulate cultural differences within the family that need to be considered as the IEP is being developed.	B	5W		4. Provide consultation and resources for Indian culture and heritage to district staff.	1.07 Meetings were attended and recommendations were given on how to address cultural issues.
1.08 Conduct home visits with families to gather and collect accurate information and to interpret school district policies and procedures.	B	5D		Skills: 1. Human relations and communications. 2. Confidentiality 3. Mediation and conflict resolution. 4. Special education laws and advocacy.	1.08 Documentation of home visits monthly staff reports.