
BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: Request for two additional Center Program ISS positions for 2025-2026;
KEC Oakleigh and Lincoln School

Submitted by:

Toni Moore,

Antonette Moore

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ready2sign

Date: December 23, 2025

Kirsten Myers

Kirsten Myers

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ready2sign

Recommended by: Dave Rodgers

Dave Rodgers

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Board Meeting Date: January 12, 2026

RECOMMENDATION:

Two Additional ISS Positions for Center Programs

Rationale:

- **KEC Oakleigh**
 - A floating ISS Emotional Impairment position is needed to support multiple student needs at KEC Oakleigh, including the increase in support for specific behavior interventions requiring additional adult support.
- **Lincoln School**
 - A floating ISS Autism Spectrum Disorder position is needed and will follow a schedule that allows them to rotate between several of Lincoln's younger autism classrooms. Lincoln has experienced an increase in students referred from their local districts, resulting in greater instructional and behavioral support needs within these classrooms.
 - Although Lincoln School was able to reduce one classroom this past summer due to a decrease in enrollment, the recent increase in student needs has shifted demands. The addition of this floating ISS position will help ensure consistent instruction and targeted support for our younger learners.

Position	Location	FTE	Accounting Code
Instructional Support Specialist	KEC Oakleigh	1.0	21-1-122-1630-140-0000-21320-2944-2130
Instructional Support Specialist	Lincoln School	1.0	21-1-122-1630-193-0000-21230-2927-2120

POSITION DESCRIPTION

Title: Instructional Support Specialist – KEC Oakleigh

Classification: KISSA

**Reports to and
Evaluated By:** Principal/Administrator of KEC Oakleigh

**Terms of
Employment:** 182 day position subject to all rules and regulations covering classified personnel. (7.25 hours per day)

**Positions
Supervised:** None

BROAD STATEMENT OF RESPONSIBILITIES:

Instructional Support Specialists work under the overall supervisor of the Principal/Administrator of the buildings with direct supervision provided by the special education teacher. Instructional Support Specialists provide direct instructional support alongside the classroom teacher in the areas determined by students' Individualized Education Programs (IEP). Duties will vary depending upon the age of students served as well as the nature and severity of the students' disabilities.

DUTIES AND RESPONSIBILITIES:

1. Assist in the educational and social development of students under the direction and guidance of the classroom teachers.
2. Assist in the implementation of Individualized Education Programs for the students and monitor their progress.
3. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
4. Work with related services staff, such as speech language pathologists, school social workers, occupational therapists, physical therapists, etc.
5. Assist classroom teachers with maintaining student records.
6. Support students with emotional or behavior concerns and assist them in developing appropriate social skills.
7. Support the management of challenging behaviors.
8. Provide assistance with feeding and toileting.
9. Assist students with medical needs including, but not limited to, Diastat and CPR.
10. Supervise students in both a classroom and community setting.
11. Collect and report data through special education student management system (PowerSchool Special Education).
12. Assist in the making of instructional materials for the students.
13. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must meet one of the following:
 - a. Completed at least 2 years of study at an institution of higher education OR
 - b. Obtained an associates or higher degree OR
 - c. High school graduate
2. Current CPR certification or willingness to obtain CPR certificates and CPI training.
3. Demonstrated dependability and promptness.
4. Evidence of skills with behavior management.
5. Understanding, patient, warm, and receptive attitude toward students.
6. Ability to assume responsibility for supervising students on an independent basis.
7. Ability to maintain cooperative working relationship with students, staff, parents, and the general public while maintaining student confidentiality.
8. Must be able to lift 40-60 lbs.
9. Chauffeur license required (or willingness to obtain) with clean driving record.
10. Willingness to work as part of a team of professionals.
11. Must pass criminal background check as required by School Safety Legislation.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

POSITION DESCRIPTION

Title: Instructional Support Specialist – Lincoln School
Classification: KISSA

**Reports to and
Evaluated By:** Principal/Administrator of Lincoln School

**Terms of
Employment:** 182 day position subject to all rules and regulations covering classified personnel. (7.25 hours per day)

**Positions
Supervised:** None

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