

MUHSEN Weekend School Program

Lead Teacher

- Oversees and manages **student enrollment** and ensures all student information is up to date.
- Leads **TA recruitment**, interviewing, assigning, and onboarding based on student needs.
- **Prepares weekly instructional materials**, including differentiated resources to meet IEP goals and sensory-friendly supports.
- Maintains **ongoing communication with parents** regarding student progress, behavior, attendance, and any concerns or updates.
- **Supervises TA-student pairings**, ensuring alignment with student profiles and updating as needed.
- Develops and implements behavior support strategies and manages **student behaviors** using positive behavior interventions.
- **Creates individualized weekly lesson plans** aligned with MUHSEN curriculum, incorporating visuals, multisensory instruction, and accommodations.
- Collaborates with the MUHSEN School Team to **develop student learning goals** and track **academic and social progress** through data collection and observations.
- Provides **ongoing training and support to TAs**, modeling strategies and addressing questions or concerns.
- Transfers and reports all necessary **data, attendance, incident reports, and progress updates** to the MUHSEN Executive Director and School Coordinator in a timely manner.
- Participates in **monthly check-ins or meetings** with MUHSEN to align on school goals, student support, and staff development.
- Ensures the classroom is a **safe, inclusive, and welcoming environment** for students of all abilities.

Teacher's Aide (TA)

- **Implements lesson plans and accommodations** created by the Lead Teacher with fidelity and consistency.
- Provides **1:1 or small group support** to assigned students, promoting participation and engagement.
- Monitors and documents **student behaviors, engagement, and task completion**, sharing this with the Lead Teacher.
- **Communicates student needs and observations** regularly with the Lead Teacher to inform instruction and support strategies.
- Assists in the setup and cleanup of classroom activities and transitions between tasks.
- Supports **positive peer interactions** and models appropriate social behaviors.
- Participates in ongoing **MUHSEN volunteer training**, learning about disabilities, inclusion practices, and behavior support strategies.
- Acts as an advocate for their student(s), ensuring they are **safe, comfortable, and actively included** throughout the day.