**SEIT (Special Education Itinerant Teacher) Job Description**

SEIT should:

* Provide care to the Student in full compliance with Federal and New York State regulations and in accordance with the IEP prepared and signed by the parents and NYC BOE SPCE Administrator.
* Comply with Agency's policies and procedures, rules and regulations applicable to the provision of Services.
* Inform the Agency of the recommended changes in frequency, duration, and goals of Services that would be educationally and developmentally appropriate for the Student within the authorized period.
* Provide regular progress reports and other mandated reports.
* Notify the Agency of interruption of Services in a timely manner as described in the SEIT Provider Handbook.
* Participate in clinical, educational, and administrative meetings and activities as deemed necessary as well in quality assurance programs and other regulatory reviews applicable to the Services.
* Attend annual IEP meetings with parents and CPSE Administrators.
* Collaborate and communicate with Related Services Providers, on a regular basis.
* Collaborate and communicate with parents, on a regular basis.
* Report suspected cases of child abuse or maltreatment to appropriate authorities and Program Director.
* Maintain professional and ethical code of conduct.

SEIT Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SEIT Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_