



## **Job Description – Special Education Teacher**

**Department:** Special Education

**Job Status:** Full time

**FLSA Status:** Exempt

**Reports To:** Special Education Coordinator/Principal

**Work Days:** 187

### **POSITION SUMMARY**

Provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical and social growth, enabling students to develop competencies and skills to function successfully in society.

### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Design and implement appropriate ARDC approved IEP for students eligible for special education services
- Design lessons and implement the lesson cycle to meet the IEP objectives
- Collect and summarize data to determine appropriateness of services on a scheduled basis
- Provide IEP progress reports each 9 weeks on each special education student
- Manage students' behavior in compliance with CPI and Vision Management requirements while following District's guidelines
- Plan, implement and instruct daily lessons plans
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Maintain accurate and complete student records (assigned case load) as required by laws, district policies, and administrative regulations to include: the previous two annual

reviews, most recent REED/FIE/Psych, most recent state assessment, most recent state benchmark, data collection, behavior notes, and selected work samples).

- Assign and grade class work and homework.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Enforce all administration policies and rules governing students.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Prepare for assigned classes, and show written evidence of preparation upon request of immediate supervisors.
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
- Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
- Confer with parents or guardians, other teachers, counselors, and administrators in order to resolve students' behavioral and academic problems.
- Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools.
- Meet with other professionals to discuss individual students' needs and progress.
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of secondary school programs.
- Participate in Annual Review and Dismissal Committee meetings

- Prepare reports on students and activities as required by administration.
- Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
- Plan and supervise class projects, field trips, visits by guest speakers, or other experiential activities, and guide students in learning from those activities.
- Administer standardized ability and achievement tests, and interpret results to determine students' strengths and areas of need.
- Report to work in a timely manner as per assigned work schedule
- Sponsor extracurricular activities such as clubs, student organizations, and academic contests.
- Attend staff meetings, and serve on committees as required.
- Perform administrative duties such as assisting in school libraries, hall and cafeteria monitoring, and bus loading and unloading.
- Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.

## **POSITION QUALIFICATIONS**

**Education:** Bachelor's Degree (four year college or university)

### **Experience**

- Six months to one year related experience in special education
- Experience in SEAS (special education database) and behavior management program (Vision Management)

### **Certificates & Licenses**

Applicant must have a valid a teacher certificate

### **PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

**WORK ENVIRONMENT**

Classroom environment in a controlled atmosphere building

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.