



**CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN**  
**TALENT DEVELOPMENT OFFICE**

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## **Special Education Teacher**

### **POSITION SPECIFICATIONS**

#### **REPORTS TO**

Principal.

#### **PRIMARY FUNCTION**

To provide an individualized instructional program based upon students' needs as prescribed by the Planning and Placement Team.

#### **QUALIFICATION PROFILE**

##### **CERTIFICATION / LICENSE**

Connecticut teacher certification for Special Education.

##### **EDUCATION**

Bachelor's or Master's degree from an accredited college or university in special education or other relevant field.

##### **EXPERIENCE**

Prior special education teaching experience preferred.

#### **SKILLS, KNOWLEDGE & ABILITIES**

- Develops and implements an instructional program consistent with the goals of the district in accordance with the student's Individualized Education Program (IEP).
- Demonstrates a knowledge, understanding and application of the appropriate field within Special Education.
- Employs a variety of teaching techniques through use of instructional materials and audio visual aids.
- Uses community resources when applicable and available.
- Observes students referred to the CST/PPT as necessary.

#### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

- Teaches desirable work habits and encourages students to work to the best of their ability and to take pride in their accomplishments.
- Creates an atmosphere in which students feel free to express their views.
- Promotes proper care of instructional equipment and materials.
- Promotes student self-awareness and self-respect and establishes and maintains the confidence and trust of the students.
- Provides a learning environment conducive to students' educational development.
- Reviews all pertinent records and reports concerning referred students.
- Administers, scores and interprets norm-referenced and/or diagnose tests for referred students.
- Schedules periodic meetings with both teachers and parents to discuss student progress.
- Establish criteria for evaluation and use of tests to diagnose student needs and progress.

- Keep accurate records as required by building, district, state or federal requirements.

## ADDITIONAL DUTIES

- Contacts teachers of students referred to the program and conducts necessary classroom observation of referred students.
- Promotes and contributes to the inter-departmental activities and programs.
- Maintains contact with other staff in relation to students with special needs.
- Shares professional literature and innovative practices with staff.
- Contributes to school committees, staff meetings, and other staff efforts.
- Assists in interpreting the district's instructional program to parents and community.
- Participates as a member of Child Study Team and Planning and Placement Team.
- Keeps informed of developments in the field of Special Education.
- Makes constructive use of personal evaluation.
- Follows school procedures as established by the principal in accordance with the contract.

## EQUIPMENT

Must be able to use a personal computer and job-related equipment

## TRAVEL REQUIREMENTS

Travel between schools, as needed.

## TERMS OF EMPLOYMENT

As per agreement with the New Britain Federation of Teachers.

### WORK SCHEDULE

As per agreement with the New Britain Federation of Teachers.

### UNION AFFILIATION

Local 871, New Britain Federation of Teachers.

## FUNDING SOURCE

Determined by position.

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*Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

CREATED: 01/2007  
BOARD APPROVED: Month/Day/Year