

Job Description Form

Job Title

Date

Special Education Teacher

Created/updated on: 10/1/2020

Department/Business Unit

Supervisor

Special Education

Special Services Director
Building Principals

Purpose of Job (how it contributes to department's objectives)

Under the direction of the Special Services District Coordinator and the building principal, the Special Education Teacher develops and provides specialized instruction to meet the unique needs of students with disabilities; Evaluates and assesses student progress against instructional objectives; follows State mandated due process procedures and functions as IEP Manager to assigned students.

Responsibilities

1. Maintain, document, and update due process records in accordance with laws, rules, and/or regulations.
2. Effectively and appropriately work with parents, students, staff, and other education professionals over instructional needs, concerns, or problems of the student and district.
3. Provide research-based specialized instruction to address the instructional goals and objectives contained within each student's IEP.
4. Assess student progress and determine the need for additional reinforcement or adjustments to instructional techniques.
5. Develop and implement annual Individualized Educational Program (IEP) plans for students to include: present levels of educational performance, special education needs, instructional goals and objectives, and the special education and related services required to meet those goals.
6. Schedule team meetings and work cooperatively with child study team members and others in developing instructional goals and strategies.
7. Coordinates the delivery of special education services in each student's IEP.
8. Serves as primary contact for the parent.
9. Provides direction, supervision and evaluation of educational assistants as directed.
10. Comply with School Board policies and all state/federal rules and regulations and completes all district and state reporting requirements.
11. Employs and implements a classroom structure and consistency to encourage student responsibility, cooperation and mutual respect consistent with district policies and procedures.
12. Collaborates and consults with educational professionals and community service providers (i.e., social services, public health, medical providers etc.) regarding the needs of students.
13. Provides consultation to classroom teachers regarding classroom adaptations, instructional modifications, adaptive equipment, behavior modification plans and other similar instructional interventions to meet the needs of students with disabilities.
14. Employee is responsible to be knowledgeable about all district policies.

This job description is not intended to be all-inclusive, and the organization reserves the right to revise or change job duties as the need arises.

Job Qualifications (list the minimum education, formal training, skills and experience required)

1. Bachelor's degree in education and focus on a Special education area and specialty area.
2. State of Minnesota teaching license.