



SPECIAL EDUCATION TEACHER

SUMMARY:

The Special Education Teacher is the primary instructional delivery person in their classroom. They operate with the goal to provide special needs students with a program that will enable the students to reach his or her fullest physical, emotional, psychological, and behavioral potential. Student achievement and growth are primarily dependent on the work and efforts of the classroom teacher. The position is demanding, varied, and complex. The teacher must have excellent communication and interpersonal skills and be well trained in content, knowledge, and project-based teaching strategies.

ESSENTIAL FUNCTIONS:

1. Provides educational services for special needs students consistent with their individual education programs.
2. Works cooperatively with classroom teachers who have special needs students in regular classes, interpreting the abilities and disabilities of these students to the entire staff and assisting the student with regular class assignments.
3. Confers frequently with parents and professional staff members regarding the educational, social, and personal problems of such students.
4. Assists other professional staff members in resolving the unique learning or behavior problems of each student.
5. Assists in screening, evaluating, and recommending placements of students in the district's Special Education program.
6. Assists special needs students in making realistic assessments of their abilities and in establishing educational and occupational goals in keeping with those abilities.
7. Keeps attendance/academic records and all other records pertinent to the special education program for state reports.
8. Participates in transition planning and preparation for adult life experiences where appropriate.
9. Takes responsibility for professional growth and development.
10. Meets with classroom teachers and principals to discuss individual programs to be designated for children who will receive special education services.
11. Schedules classes for specific remedial instruction.
12. Notifies parents of children who will receive supplemental instruction and discuss the program with them, answering any questions they may have regarding this help.
13. Meets with teachers, individually and in groups, to assist in the planning of the district's Special Education program.
14. Recommends instructional methods to be used and evaluates the methods on an ongoing basis.
15. Evaluates and orders materials necessary for supplemental instruction, and trains special education aides in their use when necessary.
16. Evaluates the progress of each child enrolled in the special education program by observing the child in both special education and regular classroom situations.
17. Acts as a liaison between special education aide, administrators, and classroom teachers.
18. Conducts training and workshops for special education aides when appropriate.
19. Keeps parents informed of their child's progress.

NON-ESSENTIAL FUNCTIONS:

Other duties as assigned.

COMPETENCIES:

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
3. Ability to work comfortably with students, staff, parents, and the community, from diverse backgrounds, while being responsive to their needs;
4. Effective interpersonal, communication, conflict resolution, time management, and record-keeping skills.

SUPERVISORY RESPONSIBILITY:

Supervises students assigned to classes. Provides general supervision before school, during passing periods, and after school.

REPORTS TO:

Building Principal

Director of Special Services

WORK ENVIRONMENT:

Mostly works indoors in a classroom setting. Supervising outdoor recess and bus duty may be required during the course of the work day.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to speak and hear. The employee is frequently required to stand, walk, reach with hands and arms, lift, and stoop, kneel, or crouch. The use of hands to handle or feel is required and must sometimes climb or balance.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position with benefits. This position operates for 186 days out of the year. Start and end dates are determined by the Valdez City School District.

Salary and benefits are determined via the negotiated agreement between the Valdez City School District and the Valdez American Federation of Teachers.

TRAVEL:

Some travel may be expected for this position.

REQUIRED EDUCATION AND EXPERIENCE:

1. Valid State of Alaska Teacher's Certificate with Special Education Endorsement or the ability to acquire the necessary certification via a waiver.
2. Effective classroom management skills.
3. Strong, working knowledge of IDEA procedures and guidelines.

PREFERRED EDUCATION AND EXPERIENCE:

1. Experience using computerized Individual Education Plans.
2. Minimum 2 years working with special needs students.

3. Behavior management and Autism background
4. Demonstrated ability to effectively use technology in the classroom.
5. Strong communication and organization skills.
6. Willingness to work with students beyond regular instruction time (tutoring, coaching, etc.).

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

The successful candidate will be required to present a valid criminal background check upon hire.

EEO STATEMENT:

Valdez City School District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, pregnancy, sexual orientation, or any other basis of discrimination prohibited by local, state, or federal law. This policy will prevail in all matters concerning staff, students, the public, educational facilities, programs, services, and activities, and with whom the district does business.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Date

Revised: 03/04/2025