



Broken Arrow Public Schools

BROKEN ARROW, OKLAHOMA

JOB TITLE: Special Education Teacher
DEPARTMENT: Special Services / Instruction
REPORTS TO: Site Principal
FLSA STATUS: Exempt
EMPLOYMENT STATUS: Full-time; 10-month

MINIMUM JOB REQUIREMENTS:

Education: Bachelor's degree with valid Oklahoma certification in subject area taught; meets Oklahoma State Department of Education and Federal standards for a qualified teacher

Experience: 3 years of experience teaching special education preferred

Skills: Ability to read, analyze and interpret written information; skill in writing required reports/correspondence; ability to effectively present information orally and respond to questions from others, work with mathematical concepts and apply to practical situations; ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Knowledge of special education laws, policies and procedures; must possess technological literacy.

SUMMARY:

ESSENTIAL JOB FUNCTIONS: *These statements are intended to describe the responsibilities assigned to the position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.*

1. Teaches district approved curriculum by employing a variety of instructional techniques which embrace the goals of continuous school improvement and increasing student achievement. Uses minimum class time for non-instructional routines to maximize time on task.
2. Guides the learning process towards the achievement of district curriculum and district goals by establishing clear short-term and long-term objectives for all lessons and communicating objectives to students.

3. Actively participates in collaborative planning, data analysis and instruction with peers and district initiatives.
4. Ensures students demonstrate mastery of the district objectives through projects, daily assignments and performance on formative and summative assessments.
5. Actively participates in district approved professional development that is directed towards developing competencies and instructional strategies that meet the professional development requirements of the State Department of Education and identified district initiatives.
6. Maintains accurate, complete and correct records as required by law, district policy and administrative regulations.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
8. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students; establishes clear expectations of pupil behavior and provides a pleasant, safe and orderly classroom learning climate conducive to learning.
9. Develops and maintains lesson plans and instructional material appropriate to district curriculum which may be differentiated to the needs of each student.
10. Communicates regularly with parents both inside and outside the normal contract day.
11. Accepts and performs teaching and any other duties, including co-curricular and extracurricular duties, as assigned by the superintendent, Special Education Director, and principal as may be needed to maintain the educational programs offered by the District.
12. Attends all meetings as required by the superintendent, Special Education Director, and principal.
13. Complies with the assigned duty times of the teacher contract day. Instructs students in curricular activities designed to promote social physical and intellectual growth in the subject matter and skills that will contribute to their development as mature, able and responsible adults.

ESSENTIAL BEHAVIOR:

Ability to use sound judgment in any situation. Ability to deal successfully and rapidly with changes in assignments and properly respond to applicable correspondence/communication received. Ability to project a professional company image through in-person, phone, and electronic interaction. Ability to build and foster harmonious rapport and work cooperatively with District staff and the public while achieving the objectives and goals of the position. Ability

to handle problematic and/or difficult situations professionally by communicating with the appropriate person.

ATTENDANCE STATEMENT:

Able to be in attendance for assigned responsibilities with 95% attendance.

ENVIRONMENTAL CONDITIONS:

Primarily inside working conditions with some exposure to extreme environmental conditions during duty assignments. Some outside duty assignments required with exposure to pollen, heat, cold, wind, humidity or other weather conditions. Exposure to bodily fluids.

PHYSICAL STANDARDS:

Walking, sitting, lifting, and standing as required to perform responsibilities and to care for or monitor students. Bending/stooping, crouching, kneeling, pushing/pulling or crawling as necessary to assist and care for students. Ability to react quickly with no advance warning to secure student safety which could include running, chasing or climbing.