



Job Description

Job Title: Special Education Teacher- Case Manager
Department: Special Services
Reports To: Special Services Director
FLSA Status: Exempt

General Statement of Duties

The fundamental reason this classification exists is to evaluate and implement school instruction, evaluation services, or other special education services to students in the Special Education Program. The Special Education teacher will work independently and directly with students, parents, staff, administrators, instructors, and other educational leaders.

Essential Duties and Responsibilities

- Strive to achieve the district's mission, instructional goals, and objectives.
- Review, refer, diagnose, and participate in conferences with administrators, staff, parents, students, and other concerned parties to formulate recommendations regarding Individual Education Programs (IEP's) for student placement and provision of services.
- Organize IEP meetings and write comprehensive plans to address student's needs. Maintain appropriate records. Monitor, implement, and update IEP's on an annual basis. Complete all necessary paperwork for IEP's and three-year re-evaluations.
- Work in collaboration with IEP team members to review test results, identify possible steps to serve the child's needs, and make recommendations for the best educational placement in the least restrictive environment.
- Work in collaboration with classroom teachers to modify or adapt curriculum to meet the needs of students on IEP's, and to provide methods, materials, and resources to assist in meeting students' academic and/or behavioral needs.
- Plan and prepare written lesson plans with identified IEP objectives. Plan individual or small group instruction and activities to stimulate learning and meet the needs of the students. Modify or adapt curriculum to meet the needs of the student.
- Work cooperatively with counseling office to schedule and counsel students involved in special education. (Implement Special Education course offerings at the high school level.)
- Assist in the coordination of TAT (Teacher Assistance Team) meetings for staff and parents.
- Participate in faculty and professional meetings; parent-requested meetings; educational conferences; district in-services; and teacher training workshops, as required. Attend meetings, training, and seminars as deemed appropriate and necessary by the district.
- Meet with parents to discuss student progress and problems. Inform parents of their due process rights. Obtain consent for evaluation and conduct evaluations of suspected disability areas for the referred students.
- Maintain discipline in classroom and create a positive learning environment. Ensure

- a safe environment for students and staff.
- Modify inappropriate behavior and teach students appropriate behavior choices. Participate in teaching behavior modification and social skills.
- Maintain an accurate log or journal consisting of student's progress and behavior.
- Work cooperatively with school nurse to ensure students receive proper medical attention.
- Assist in initiating, implementing, and coordinating approved curriculum within the Department of Special Services and South Dakota content standards.
- Assist in the preparation of all course objectives and outline for course of study following curriculum guidelines or requirements of state and school. Ensure compliance with the performance standards and other various federal and state regulations.
- Promote positive public relations between the school and the community. Act as special education resource for building personnel.
- Work in collaboration with medical doctors and psychiatrists as needed.
- Order supplies and textbooks as needed, with supervisor's approval.
- Prepare and submit necessary reports to principal, supervisor, and/or district office as requested.
- Continue professional development through reading, course work, conference attendance, professional committee work, workshops, and interaction with educators from other districts.
- Operate various equipment to include photocopier, telephone, fax machine, computer, calculator, educational equipment, etc.
- Work directly with highly sensitive student information. Maintain confidentiality of work related information.
- Perform duties in a manner consistent with safe practices and policies. Perform all duties in compliance with safety standards established by the district.
- Due to the nature of the duties and to promote the efficient operations of the district, it is necessary for the employee to work the assigned and scheduled shifts.
- Perform other duties as deemed appropriate and necessary.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

- Bachelor's degree in education

Skills and Abilities

- Work well with students, public entities, educational professionals, etc.
- Work under pressure to meet tight time schedules and deadlines, and handle significant problems and tasks, which come up simultaneously or unexpectedly.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Write routine reports/and correspondence.
- Speak effectively before groups of students or employees of organization.
- Use basic math skills.
- Solve practical problems and deal with a variety of variables in situations where only

limited standardization exists.

- Interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Define problems, collect data, establish facts, and draw valid conclusions.

Certificates, Licenses, Examinations

- Valid South Dakota Teacher Certification with special education endorsement.
- Evidence of Highly Qualified Status in subject area, in accordance with No Child Left Behind legislation, preferred.
- Evidence that a criminal record history check and required physical examination have been conducted in accordance with South Dakota Codified Law.
- Successful competition in written tests and/or oral interviews.
- Other such examination as deemed necessary by the district.

Physical Demands and Environmental Conditions

The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

- The employee is regularly required to communicate.
- The employee is regularly required to sit and reach with hands and arms and use hands for keyboarding, paperwork, or general office equipment operation.
- The employee is regularly required to stand and walk, and occasionally to stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 25 pounds.
- The employee is subject to extended working hours outside of the "regular" workday, week, and calendar year.
- The employee is subject to possible exposure to communicable and blood born diseases.
- The noise level in the work environment varies.

Performance Evaluation

Performance of this position will be evaluated by the supervisor in accordance with the provisions of the School Board Policy GCNA*.

Date Approved

Special Services Director

Superintendent of Schools

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.