

TITLE: Special Education Teacher

QUALIFICATIONS: B.A. or B.S. degree. Appropriate licensure for area of teaching.

REPORTS TO: Principal

JOB SUMMARY: The special education teacher develops materials and lesson plans, conducts classroom instruction and evaluates and assesses both instructional materials and student performance. The teacher meets with parents, interprets student progress and informs parents/guardians about student strengths, weaknesses and/or progress. Additionally, the special education teacher facilitates Individualized Education Plan (IEP) and Evaluation Summary Report (ESR) meetings and completes special education paperwork as determined by state and local due process requirements.

PERFORMANCE RESPONSIBILITIES:

1. Plans instruction and other student support activities, including the establishment of overall goals and priorities, unit plans, classroom activities, (i.e. laboratory experiments, media presentations, etc.) and daily lesson plans, as applicable to the teacher's particular assignment. Such plans should be consistent with the district/department goals and objectives; should consider the needs and abilities of the students; and should incorporate basic components of lesson design, as appropriate. Reviews, selects and modifies materials and resources consistent with instructional objectives and students' participation.
2. Provides instruction to students in a manner which incorporates essential elements of instruction; i.e. teaching to specific objectives, teaching at appropriate levels of difficulty, including methods of extending students' thinking, uses techniques to monitor student progress and adjusts instruction accordingly, and correctly employs various principles of learning.
3. Establishes and maintains student control/discipline in the classroom, on school premises, and/or in school activities by communicating expectations for appropriate behavior. Provides structure and consistency and encourages student responsibility, cooperation and mutual respect in a manner consistent with district policies and procedures and legal requirements.
4. Participates in parent/teacher conferences. Interprets student strengths, weaknesses and/or problems that the student may be experiencing in the classroom.
5. Collaborates with other professional staff regarding the needs of students, communicating accurately, preserving confidentiality of information and sharing approaches to instructional units and new teaching technologies or procedures available.
6. Develops student tests and evaluates results. Determines student grades for instructional units and reports grades to parents.
7. Develops and maintains adequate knowledge of the subject(s) taught or support services rendered, and demonstrates an understanding of how the subject(s) or support services fit into the overall district and department philosophy, objectives and curriculum.
8. Pursues professional development activities to broaden and deepen knowledge of content and teaching skills and continually identifies professional needs and develops strategies to meet these needs.
9. Collaborates with other professionals regarding the formulation of building site procedures.
10. Facilitates IEP and ESR meetings as determined by state and local due process requirements.
11. Completes all special education paperwork in compliance with state and local due process requirements.
12. Performs related work as apparent or assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of certified special education personnel.