



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
TALENT DEVELOPMENT OFFICE

Special Education Teacher

POSITION SPECIFICATIONS

REPORTS TO

Principal.

PRIMARY FUNCTION

To provide an individualized instructional program based upon students' needs as prescribed by the Planning and Placement Team.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

Connecticut teacher certification for Special Education.

EDUCATION

Bachelor's or Master's degree from an accredited college or university in special education or other relevant field.

EXPERIENCE

Prior special education teaching experience preferred.

SKILLS, KNOWLEDGE & ABILITIES

- Develops and implements an instructional program consistent with the goals of the district in accordance with the student's Individualized Education Program (IEP).
- Demonstrates a knowledge, understanding and application of the appropriate field within Special Education.
- Employs a variety of teaching techniques through use of instructional materials and audio visual aids.
- Uses community resources when applicable and available.
- Observes students referred to the CST/PPT as necessary.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Teaches desirable work habits and encourages students to work to the best of their ability and to take pride in their accomplishments.
- Creates an atmosphere in which students feel free to express their views.
- Promotes proper care of instructional equipment and materials.
- Promotes student self-awareness and self-respect and establishes and maintains the confidence and trust of the students.
- Provides a learning environment conducive to students' educational development.
- Reviews all pertinent records and reports concerning referred students.
- Administers, scores and interprets norm-referenced and/or diagnose tests for referred students.
- Schedules periodic meetings with both teachers and parents to discuss student progress.
- Establish criteria for evaluation and use of tests to diagnose student needs and progress.

- Keep accurate records as required by building, district, state or federal requirements.

ADDITIONAL DUTIES

- Contacts teachers of students referred to the program and conducts necessary classroom observation of referred students.
- Promotes and contributes to the inter-departmental activities and programs.
- Maintains contact with other staff in relation to students with special needs.
- Shares professional literature and innovative practices with staff.
- Contributes to school committees, staff meetings, and other staff efforts.
- Assists in interpreting the district's instructional program to parents and community.
- Participates as a member of Child Study Team and Planning and Placement Team.
- Keeps informed of developments in the field of Special Education.
- Makes constructive use of personal evaluation.
- Follows school procedures as established by the principal in accordance with the contract.

EQUIPMENT

Must be able to use a personal computer and job-related equipment

TRAVEL REQUIREMENTS

Travel between schools, as needed.

TERMS OF EMPLOYMENT

As per agreement with the New Britain Federation of Teachers.

WORK SCHEDULE

As per agreement with the New Britain Federation of Teachers.

UNION AFFILIATION

Local 871, New Britain Federation of Teachers.

FUNDING SOURCE

Determined by position.

Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.