



TITLE: TCHR Special Education Consultant

POSITION INVENTORY: C 52

DEPARTMENT: Student & Family Services

FLSA STATUS: Exempt

REPORTS TO: Director of Student Services

FT/PT: Fulltime/195 days

BASIC FUNCTION: Provide ongoing support to special and general education instructional personnel delivering services to eligible individuals. Participate in the identification process and program planning of eligible individuals to attain the least restrictive environment.

ESSENTIAL FUNCTIONS:

1. Assist in the identification of children in need of special education services.
2. Support and model the use of appropriate instructional strategies, progress monitoring, and using data to make sound instructional decisions.
3. Provide ongoing support to regular and special education teachers with specific materials and techniques to remediate and/or accommodate individual learning and behavioral differences.
4. Participate in IEP meetings and parent conferences to help determine appropriate programming.
5. Provide input on effectiveness of instructional programs and communicate needs and recommendations to directors.
6. Provide professional development to special education teachers and other school staff.
7. Assist in developing and maintaining coordination and collaboration of services with community agencies.
8. Provide assistance in classroom management and behavioral intervention.
9. Operate within a multi-disciplinary service delivery model.
10. Keep current with special education law, teaching strategies, and best practices in the field of special education.
11. Demonstrate consistent progress on meeting the eight Iowa Teaching Standards.

ADDITIONAL ESSENTIAL FUNCTIONS (for all DMPS positions):

1. Attend work on a prompt and regular basis.
2. Maintain confidentiality.
3. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
4. Assist with other duties as may be assigned.

HIRING SPECIFICATIONS:

Required:

1. Valid Iowa Teaching License with Special Education Consultant Endorsement.
2. Four years successful teaching experience with at least two years in special education.
3. Competency working in a culturally diverse environment or the willingness to acquire these skills.

Desired:

1. Five years successful teaching experience

PHYSICAL DEMANDS:

PHYSICAL DEMAND:	FREQUENCY:
1. Standing	Frequent 33% - 66%
2. Walking	Frequent 33% - 66%
3. Sitting	Frequent 33% - 66%
3. Bending/Stooping	Occasional 1% - 32%
4. Reaching/Pushing/Pulling	Occasional 1% - 32%
5. Climbing/Stairs	Occasional 1% - 32%
6. Driving	Occasional 1% - 32%
7. Lifting 20 lbs	Occasional 1% - 32%
8. Carrying 35 ft	Occasional 1% - 32%
9. Manual Dexterity Tasks	
a. Telephone	Frequent 33% - 66%
b. Computer	Frequent 33% - 66%
c. Other	Occasional 1% - 32%
10. Working Conditions	
a. Inside	Constant 67%+
b. Outside	Occasional 1% - 32%
c. Extremes of Temperature/Humidity	Occasional 1% - 32%

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



*Human Resources Manager

Date: 10/23/18

*This job description is not approved without the signature of a Human Resources Representative.