

## Job Description

| Assignment               |  |                    |            |             |                       |
|--------------------------|--|--------------------|------------|-------------|-----------------------|
| <b>Title</b>             | Special Education Teacher  |                    |            |             |                       |
| <b>Location</b>          | Golf Middle School   |                    |            |             |                       |
| <b>Classification</b>    | Licensed - Teacher   Golf Teacher and Support Staff Union  |                    |            |             |                       |
| <b>Retirement System</b> | TRS  | <b>FLSA Status</b> | Non-Exempt | <b>Term</b> | 180 Day Work Calendar |
| <b>Supervisor</b>        | GMS Building Principal   |                    |            |             |                       |
| <b>Summary</b>           | Golf School District 67 is seeking a student-centered, collaborative, and enthusiastic special education teacher to join the Golf Middle School staff. |                    |            |             |                       |
| Key Responsibilities     |  |                    |            |             |                       |

### Curriculum Design & Instructional Planning

- Accesses, implements, and provides instruction aligned to the district-approved curriculum
- Develops and implements Individualized Education Plans to meet specific goals and needs of students
- Modifies and/or adapts instructional materials to best meet student need, including the use of assistive technology

### Instructional Delivery & Engagement

- Delivers instruction to engage all students and adjusts lessons to meet diverse learning profiles
- Ability to break-down complex grade-level tasks and standards to support student learning
- Teaches engaging lessons and assignments that are tailored to meet each student's individual needs.
- Communicates clearly and accurately with all students to provide feedback

### Assessment, Data, & Reporting

- Administers state and district subject-specific assessments, etc., to assess student learning
- Assesses student progress towards learning targets, standards, and IEP goals to provide feedback to students, parents and administration
- Prepares a variety of written materials (e.g., grades, attendance, anecdotal records, etc.) to appropriately document student progress
- Maintain accurate records of student progress in compliance with IDEA (Individuals with Disabilities Education Act)

### Classroom Management & Student Safety

- Manages student behavior, classroom procedures, and physical space to provide a safe, optimal learning environment, including developing and implementing behavior intervention plans.
- Monitors students in a variety of educational environments (e.g., classroom, playground, field trips, etc.)
- Reports incidents (e.g., student behaviors, suspected child abuse, suspected substance abuse, etc.) to maintain safety of students and in alignment with Golf School District 67 School Board Policy

### Professional Collaboration, Communication, and Conduct

- Actively participate and occasionally lead IEP meetings
- Communicates and collaborates with instructional staff, other school personnel, parents, and district partners to improve overall student outcomes
- Responds to stakeholder communication from a variety of sources to provide information

- Participates in a variety of meetings to convey and/or gather information required to support student learning
- Reflects on practice regarding strategies, behaviors, and lesson effectiveness to enhance student achievement
- Performs other related duties as assigned

### Qualifications & Requirements

- Candidates must hold or be eligible to attain a Professional Education License with a Learning Behavior Specialist (LBS1)
- English as a Second Language (EL) endorsement required

### Other Responsibilities

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and utilizing resources from other work units to perform the job's functions. There is some opportunity to affect the organization's services.

### Physical Requirements

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling and significant finger dexterity. Generally, the job requires 20% sitting, 40% walking and 40% standing. The job is performed under minimal temperature variations and in a generally hazard-free environment.

### Acknowledgment

This job description is intended to provide an overview of the position's requirements. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. District reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any job requirement by the employee, is intended to create a contract of employment of any type.