



## JOB DESCRIPTION

**POSITION:** **SPECIAL EDUCATION TEACHER**

**QUALIFICATIONS:** **As set by state certification standards**

**TERMS OF EMPLOYMENT:** **Contracts, compensations and expectations will be consistent with state statute, Board policy, administrative regulations and negotiated agreement.**

### **PERFORMANCE RESPONSIBILITIES:**

#### Teacher of Record Responsibilities:

- Perform annual case reviews for each student.
- Maintain communication with parents.
- Maintain communication with general education teachers.
- Make program recommendations based on individual student educational needs.

#### Provide a classroom environment that enables students with disabilities to make educational progress:

- Work with students according to specific Individual Education Plan services.
- Provide one on one and group instruction to students in the special education resource setting and general education classroom.
- Provide clear and consistent behavior strategies to assist students with emotional disabilities reach their individual behavior goals.
- Provide instructional assistants with proper materials and resources needed to assist students in both the general and special education setting.

#### Work in conjunction with building principals and deans to provide appropriate structure and consequences for students who demonstrate inappropriate behavior:

- Implement Functional Behavior Assessments and Behavior plans for individual students.

### **PERSONAL AND PROFESSIONAL RESPONSIBILITIES:**

- Nurture a positive relationship with super-ordinates, subordinates and peers.
- Demonstrate respect for super-ordinates, subordinates and peers.
- Support corporation decisions and direction relative to matters of policy and administrative directives. Work as a team player.
- Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
- Address concerns and offer suggestions in an appropriate and confidential manner.