

GRAND RAPIDS PUBLIC SCHOOLS  
ISD #318

Position Title: Teacher – Special Education  
Accountable to: Building Principal and Special Services Director  
Department / Unit: Teacher’s Unit  
Terms: School Calendar – contracted salaried employee  
Date of Latest Revision: 3/2022

**I. PURPOSE OF THE POSITION**

To educate the students of Independent School District #318

**II. MAJOR JOB RESPONSIBILITIES**

***Curriculum and Instruction***

1. Develop well defined goals aligned with the Minnesota Academic Standards with an emphasis on student achievement and building climate.
2. Develop and plan instructional activities, lesson plans and / or individual educational plans.
3. Conduct and facilitate classroom instruction based on best practices and district identified curriculum.
4. Develop and decide on methods, approach and instructional aids to present material.
5. Evaluate and assess student performance against standards, identify need for re-instruction, or develop diversified instructional approaches.
6. Reinforce instruction previously presented in the classroom.
7. Monitor student performance and behavior. Decide if student behavior is appropriate and how to deal with behavior problems.
8. Participates in IEP team process. Interpret strengths, weaknesses and or problems that the student may be experiencing in the classroom and works with students and parents to address their child's needs.
9. Participate in parent teacher conferences. Interpret strengths, weaknesses and or problems that the student may be experiencing in the classroom and works with parents to address their child's needs.
10. Collaborate with other staff in evaluating individual student problems, approaches to instructional units, and new teaching technologies or procedures available.
11. Develop and administer student assessments and interprets results. Determine student letter grades for instructional units.
12. Assure that classroom instruction and outcomes comply with school board approved goals and programs.
13. Participates in the evaluation process for special education qualification.
14. Convenes the IEP team, as appropriate.
15. Responsible to address all aspects of due process.
16. Other duties as assigned.

### **Self Development**

1. Review and implements research and best practice methods to improve instruction and materials.
2. Assume responsibility and develop a plan for professional growth and development.
3. Share with others knowledge, understanding and assistance when the occasion arises.
4. Visit, attend, and report on schools, meetings, conferences, or conventions when appropriate.
5. Use the District's evaluation process and performance review system as basis for self-improvement.

### **District Responsibilities:**

1. Participates in building and district committees such as staff development, curriculum writing and instructional material selection, shared decision teams, labor management group, special education groups, etc
2. Comply with Federal, Minnesota, MDE statutes and regulations, contract and School Board Policy and administrative procedure.
3. Communicate with the Building Principal, and Curriculum and Instruction Director on school matters, activities, potential problems and problems.
4. Performs other job related responsibilities as apparent or delegated by the Building Principal, Special Services Director, Teaching and Learning Director, and Superintendent.
5. Other duties as assigned.

## **III. QUALIFICATIONS**

### **Knowledge, Skills and Abilities required to qualify for this position**

Minnesota Teaching license (Preferred – Multiple areas of licensure)

Baccalaureate Degree (Preferred – education beyond Baccalaureate Degree)

Verbal and written communication, management, organizational, and student supervision skills

Knowledge of current issues and challenges impacting public education and also the current developments to address these issues and challenges

Effectively use current technology tools to enhance personal productivity.

## **IV. WORK ENVIRONMENT**

Work is typically performed in an inside, temperature-controlled environment. Some work is also performed outdoors or in other environments students use during the day. Work requires the stamina and capacity as required for classroom management.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.