



Position Description

TITLE:	Special Education Teacher	REPORTS:	Principal/School Administrator
COMMUNITY:	N/A	CLASSIFICATION:	KEA
FLSA:	Exempt	WORK YEAR:	185 KEA Calendar
ISSUED:	January 22, 2024	SALARY:	KEA Salary Schedule

PRIMARY PURPOSE:

The purpose of this position is to create positive learning experiences and to provide instruction to students with disabilities in order assist them with achieving their maximum educational, social, and vocational potential.

ESSENTIAL JOB DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

Plans and implements an instructional program to assist the student to progress toward the accomplishment of established goals and objectives; directs and evaluates the learning experiences of the students in both curricular and co-curricular activities.

Maintains order in the classroom and in the building.

Develops short-term instructional objectives consistent with long-range placement goals, identifying the end results or standards of performance expected.

Evaluates student progress toward the accomplishment of objectives and records performance measurements; provides guidance to students that will promote their educational development.

Attempts to identify causal factors that account for significant differences between actual and predicted performance.

Plans work and efforts systematically to insure the instructional program flows from goals to objectives.

Reports to parent(s) or legal guardian(s) the student's measured performance as compared to expectations established from goals and objectives.

Keeps abreast of developments and improved techniques in the field and adopts those which will contribute to improvement of the student's performance.

Contributes to the coordination of overall education efforts by cooperating with other professional personnel throughout the district.

Encourages students to participate in school activities outside the classroom and in every possible way encourages them to relate effectively to other students.

Participates in in-service training and program development activities related to special education.

Adjusts instruction when there are significant differences between actual and predicted performance.

Completes an educational assessment of each student for the purpose of assisting in the annual development of goals and reports to appropriate special education personnel when goals appear to be inappropriate.

Maintains adequate and careful records as required by the principal and superintendent.

Cooperates with and participates in the planning and evaluation of the school program.

Provides for the care of school property and appropriate use of supplies, equipment, and utilities.

Assumes responsibility for co-curricular and other duties beyond regular classroom activities as determined by the principal and agreed upon by the teacher.

Keeps abreast of developments and improved techniques in education and adopts those which will contribute to the improvement of student performance.

Provides guidance to students that promotes good citizenship.

OTHER JOB DUTIES:

- Provides direction and guidance to instructional assistants.
- Recommends suitable curricula, programs, courses of study, and materials to meet the needs of special students.
- Participates in budget decisions.
- Serves on committees and works on special projects.
- Transports students to and from buses; assists with toileting when needed; receives training in physical restraint.
- Provides assistance to foster families; increases parents' knowledge of specific disability; aids in the grief process, if necessary; serves as liaison between the family and potential support group services.
- Serves as member of the instructional team of the school and district; performs related duties consistent with the scope and intent of the position as assigned.

REQUIRED QUALIFICATIONS:

Knowledge, Skills, and Abilities

- Must demonstrate a successful level of the knowledge, skills, and abilities listed below:

- Knowledge of classroom instruction and presentation techniques in a diverse, multi-cultural environment.
- Knowledge of the assigned curriculum.
- Knowledge of effective teaching methods, practices, and techniques for students with special needs.
- Ability to analyze and synthesize data.
- Ability to produce accurate records and reports.
- Ability to make independent decisions.
- Ability to establish and maintain effective working relationships with students, parents, other employees, and others as needed.
- Ability to communicate effectively.
- Ability to adapt instruction and practice for all students in a classroom.
- Ability to learn and operate a variety of software programs.
- Ability to organize and coordinate workload.
- Ability to be flexible and adaptable.

Education and Experience

Bachelor's degree and completion of an accredited teacher training program as determined by the Washington State Department of Education; or any equivalent combination of education, experience and training that would provide the applicant with the desired knowledge, skills, and abilities required to perform the work and to meet certification requirements.

Allowable Substitutions

N/A

Licensing and Certification

Valid Washington State teacher's certificate with appropriate endorsements

WORKING CONDITIONS:

The daily instructional activities are typically performed in a classroom setting or in a pull-out model with small groups of students. There is a high level of interaction with students. The work may require moving, lifting, and storing of materials and equipment. Frequent interruptions occur; visual and mental concentration on details and precision is required. The teacher may be exposed to infectious diseases and biohazards. The work may include lifting, toileting, and physically restraining students and working with apparatus needed by special needs students.

EVALUATION:

Evaluation responsibilities are assigned to the principal or other school administrator.

In compliance with the Americans with Disabilities Act, the Kent School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.