



Lansing School District 158

Special Education Teacher

Job Summary: Provide students with IEPs with learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical and social growth. Develop or modify curricular and prepare lessons and other instructional material to student ability levels. Work in instructional (self-contained), resource, co-taught, team, departmental or itinerant capacity as assigned.

Supervisor: Principal or designee

Qualifications: Professional Educator License with LBSI endorsement

Essential Functions: (specific roles and functions will vary depending on assignment)

FLSA Status: Exempt

Duties and Responsibilities

- 1) Provides the necessary communication link between home and school. This link will establish communication regarding disciplinary and academic issues.
- 2) Provides the necessary communication link between in school staff and service providers.
- 3) Provides students with various approaches that could be used to resolve academic problems/concerns.
- 4) Works proactively to manage student behavior issues in order to maintain a safe learning environment.
- 5) Works collaboratively with all staff to relay pertinent information concerning students.
- 6) Provides quality special education and student support programs and services.
- 7) Implements the procedural safeguards of special education (i.e., student records, identification, evaluation, placement, and implementation of the IEP).
- 8) Monitors policies and procedures and assures their implementation including the review of IEP documents to monitor compliance with IEP requirements and procedural components.
- 9) Coordinates the educational programs and activities of students with IEPs.
- 10) Collects, maintains, and records all information pertaining to students.
- 11) Provides instructional services for students with IEPs as assigned.
- 12) Writes IEPs for annual review, re-evaluation, and initial evaluations on all students as required following the state and federal mandates.
- 13) Develop and implement lesson plans that fulfill the requirements of the district's curriculum program.
- 14) Prepare lessons that reflect accommodations for differences in student learning styles.

- 15) Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- 16) Conduct assessment of student learning and use results to plan instructional activities.
- 17) Work cooperatively with classroom teachers to modify curricula as needed.
- 18) Work with other staff members to determine goals, objectives, and methods.
- 19) Plan and supervise assignments of teacher aide(s).

Professionalism

- 1) Adheres to appropriate ethical standards and legal conduct specific to education.
- 2) Provides culturally competent and effective practices in all areas of educational service delivery and in the contexts of diverse individual, family, school, and community characteristics.
- 3) Maintains and respects confidentiality of student and school personnel information, while recognizing the safety and welfare for all students and staff members.
- 4) Follows policies and procedures of the District.
- 5) Demonstrates and applies knowledge of special education.
- 6) Demonstrates and applies knowledge of current issues and trends in special education.
- 7) Maintain emotional control under stress.
- 8) Creates accurate documents in all aspects of the role.
- 9) Supports students' best interests.
- 10) Responds professionally to feedback.
- 11) Participates in professional growth activities.

Performs other duties as assigned

The above is a non-exhaustive list of duties. The employee is expected to perform various tasks as necessitated by the changing role within the organization as well as the overall objectives and needs of Lansing School District 158.

Lansing School District #158 is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.