

MAPLE HEIGHTS BOARD OF EDUCATION

JOB DESCRIPTION

<u>Title:</u>	Teacher for Specific Learning Disabilities
<u>Department:</u>	Special Education
<u>Building/Facility:</u>	Maple Heights City Schools
<u>Reports To:</u>	Principal
<u>Overview:</u>	Responsible for meeting the individual educational needs of special education students by writing, teaching and evaluating short and long term goals as outlined in the student's IEP

Note: The below lists are not ranked in order of importance

Basic Functions:

- Attend meetings and in-services as required
- Promote positive public relations by interacting tactfully and diplomatically with staff, students, parents, and public
- Project a positive image through professional appearance, attitude, and conversation
- Serve as a role model for students by acting as a responsible, intelligent citizen
- Ensure safety of students
- Maintain respect at all times for confidential information
- Enforce and comply with all Maple Heights Board of Education policies and procedures
- Performs all assigned duties in a complete, accurate, and timely manner
- Teach and evaluate the students using sound instructional practices
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Prepare clear and timely lesson plans
- Maintain accurate, complete and correct records as required
- Provide guidance and counsel to the students which will promote their welfare and their proper educational development
- Attend parent/teacher conferences
- Ensure students are learning all subject material by testing or completion of projects
- Provide complete lesson plans for substitute
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards and conferences
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Follow the scope and sequence of the instructional program as defined in the courses of study which have been approved by the board of education
- Demonstrate knowledge of subject matter and present clear, complete, and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of the learners
- Make provisions for being available to students and parents for education-related purposes outside the instructional day
- Maintain and improve professional competence
- Observe ethics of teaching profession; exhibit professional behavior, emotional stability and sound judgment
- Attend professional growth seminars, workshops, etc., to keep current on relevant issues
- Implement the mission statement of the Maple Heights City School District
- Notify parents if student is not meeting classroom goals
- Refer students suspected of learning disabilities for diagnosis on a regular basis, seeking the assistance of district specialists as required
- Follow individual student IEP's
- Provide classroom teachers with resource information
- Serve on the Intervention Assistance Team
- Provide achievement and specialized testing when determined by the IAT
- Attend IEP meetings
- Perform bus duty, lunch duty, and playground duty as requested

- Plan, schedule, and organize educational field trips and assemblies
- Provide individualized tutoring sessions for students within the school day, or after the school day as mutually agreed upon by staff and student
- Work with regular classroom teachers in mainstreaming of students
- Plan and schedule activities to meet individual student needs and activities to support the grade level curriculum
- Plan collaboration schedules with regular classroom teachers
- Schedule readers and scribes for Terra Nova and OPT testing
- Administer and score various tests for evaluation and diagnostic purposes

Other Duties and Responsibilities:

- Instill in students the belief in and practice of ethical principles and democratic values
- Establish and maintain cooperative professional relationships
- Interact with superintendent and/or board of education and present information as requested
- Refer attendance, health, and psychological emotional problems to principal and/or guidance counselor
- Assist in the selection of textbooks, equipment, and other instructional materials
- Discipline students when necessary
- Counsel, advise, encourage and motivate students
- Respond to routine questions and requests in an appropriate manner
- Serve on curriculum committees when requested
- Supervise student teachers
- Delegate work when appropriate and supervise same
- Perform other duties as assigned

Qualifications:

- Appropriate State of Ohio teaching certification
- Bachelor's degree in special education from an accredited college or university
- Experience in teaching special education children
- High school diploma or equivalent
- Such alternative to the above as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities (including, but not limited to):

- Knowledge of academic area and teaching methodology
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Skills that foster and facilitate learning and classroom management
- Knowledge of child development and an understanding of age appropriate tasks
- Ability to work in a team environment
- Ability to use various learning tools, e.g., Speaking Ace., Language Master
- Knowledge of due process and other laws governing special education
- Training in the teaching of LD students and awareness of special techniques in dealing with special problems
- Knowledge of Ohio Model Policies and Procedures Manual as it pertains to identification, procedural safeguards and IEPs
- Knowledge of child development
- Understanding of the nature and manifestations of various disabilities
- Ability to develop appropriate IEPs for students' IEP goals and objectives
- Ability to use curriculum based assessment to monitor the progress of their students' IEP goals and objectives
- Ability to administer standardized achievement tests when appropriate
- Ability to work cooperatively and collaboratively with other teachers in order to deliver appropriate instruction in the least restrictive environment, as determined by the child's IEP
- Ability to adjust and modify curriculum to meet their students' needs

Equipment Operation (including, but not limited to):

- Overhead projector
- Video disc player
- Copy machines

- Computer
- Printer
- VCR/Television
- Calculator
- Cassette player/tape recorder
- Education connection

Additional Working Conditions (including, but not limited to):

- Occasional operation of a vehicle in inclement weather conditions, e.g. being prepared to come to work on all scheduled work days
- Frequent travel , both daily and overnight
- Frequent weekend/evening work
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Lift, carry, push, and pull various items up to a maximum of 10 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop