



Special Education Teacher Job Description

November 2025

Immediate Supervisor	Director of Special Services	Work Day	177 days	FLSA Status	Exempt
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Position Summary

The Special Education Teacher is responsible for providing individualized, evidence-based instruction and support to students with disabilities, ensuring access to the general education curriculum in the Least Restrictive Environment (LRE). The role includes developing, implementing, and monitoring Individualized Education Plans (IEPs); designing and delivering differentiated instruction; creating assessments to measure student progress; and implementing Positive Behavior Intervention Plans (PBIPs) as needed. The teacher fosters a safe, inclusive, and supportive classroom environment, manages routines and transitions effectively, and engages students in meaningful learning experiences. Additionally, the teacher collaborates with general education teachers, specialists, administrators, paraprofessionals, and families, serving as a resource on accommodations, interventions, and strategies to support student success. The teacher actively participates in Professional Learning Communities (PLCs), engages in ongoing professional growth, demonstrates professionalism, adheres to district policies and values, and contributes to a collaborative school community.

Essential Duties and Responsibilities:

- Develops, implements, and monitors Individualized Education Programs (IEPs) that address academic, behavioral, social-emotional, and communication needs, collaborating with parents, administrators, and relevant staff.
- Facilitates and participates in IEP meetings, Evaluation Planning meetings, and Evaluation Results meetings to ensure compliance and individualized student support.
- Designs and implements formative and summative assessments aligned with IEP goals and state standards to measure individualized student progress and inform instruction.
- Uses knowledge of students' developmental learning, skills, abilities, disabilities, and cultural backgrounds to guide individualized planning and instruction.
- Allocates instructional time and designs lessons to balance rigor, targeted interventions, differentiation, interdisciplinary connections, and extended learning opportunities.
- Demonstrates knowledge of classroom resources, curriculum materials, and state standards and benchmarks to support effective instruction.
- Plans, develops, and delivers specialized, evidence-based instruction aligned to state standards and adapted to students' individual goals and abilities.
- Provides instruction and support in the Least Restrictive Environment (LRE), implementing accommodations, modifications, and supports as specified in IEPs.
- Engages students using high-quality instructional practices, targeted questioning techniques, and appropriately paced learning activities.
- Facilitates student self-assessment and provides timely, data-driven feedback to promote individualized growth and achievement.
- Actively participates in Professional Learning Communities (PLCs) to enhance student learning, rigor, and differentiation.
- Develops and implements Positive Behavior Intervention Plans (PBIPs) or other behavioral supports to promote positive social-emotional growth.
- Creates and maintains a safe, inclusive, and supportive classroom environment that encourages learning, independence, and risk-taking.
- Manages classroom routines, procedures, and transitions efficiently to maximize instructional time.
- Organizes the classroom environment and learning materials to ensure accessibility, safety, and effective use of resources.

- Collaborates with general education teachers, specialists, administrators, and therapists to support student inclusion, individualized interventions, and access to the general education curriculum.
 - Serves as a resource for staff regarding strategies, accommodations, and interventions to meet the needs of students with disabilities.
 - Provides work direction and guidance to paraprofessionals and other support staff to assist with instructional delivery and student supports.
 - Communicates regularly with families in culturally responsive ways regarding student progress, achievements, and IEP goals.
 - Completes assigned tasks in an organized and efficient manner as set by the Director of Special Services.
 - Performs other duties of a comparable level or type, as required.
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- Follows PACT policies and procedures, adhering to the mission and values of the district.
 - Shows professionalism through respect, integrity and maintaining confidentiality.
 - Participates in a professional community where colleague relationships are characterized by mutual support and cooperation.
 - Demonstrates continued professional growth through participation in continuing education courses, professional activities, and/or organizations.
 - Grows and develops professionally by welcoming feedback on performance.

Work Requirements and Characteristics

Education and Experience	Skill Requirements
<ul style="list-style-type: none"> ● Bachelor's Degree ● MN Teaching License in Special Education ● Subject matter expertise in licensure area curriculum, best practices, and instructional strategies. 	<ul style="list-style-type: none"> ● Knowledge of special education laws, regulations, and best practices, including IDEA and state-specific requirements. ● Ability to develop, implement, and monitor Individualized Education Programs (IEPs) collaboratively with families, teachers, and specialists. ● Strong instructional planning skills, including differentiated lessons, assessments, and accommodations for diverse learners. ● Ability to provide instruction in the Least Restrictive Environment (LRE) and adapt curriculum to individual student needs. ● Experience implementing Positive Behavior Intervention Plans (PBIPs) and supporting social-emotional growth. ● Skilled in classroom management and creating a safe, inclusive, and engaging learning environment. ● Ability to use student data to inform instruction, provide feedback, and adjust teaching strategies. ● Knowledge of students' developmental, cultural, and learning needs to guide individualized instruction. ● Familiarity with curriculum resources, state standards, and benchmarks to support effective instruction. ● Strong collaboration and communication skills with families, teachers, specialists, and administrators. ● Experience providing work direction to paraprofessionals and support staff in classroom activities. ● Active participation in Professional Learning Communities (PLCs) and other collaborative professional activities. ● Commitment to professional growth, cultural responsiveness, and reflective practice.

Hazardous Working Conditions and/or Exposure	See Physical Demands & Working Environment Chart
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Approval

This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.

Employee Signature

Date

Direct Supervisor Signature

Date

Human Resources Signature

Date