



<b>Job Title:</b>	<b>TEACHER, SPED</b>	<b>Reports to:</b>	<b>Principal</b>
<b>FLSA status:</b>	<b>Exempt</b>	<b>Term:</b>	<b>10 Month</b>
<b>Classification:</b>	<b>Certified-Non Admin</b>		
<b>Position Summary:</b>	This position provides an approved education program and establish a class environment that fosters learning and personal growth; establishes effective rapport with students; motivates students to develop skills, attitudes and knowledge needed to provide a good foundation for continued education in accordance with each student's ability; maintains good relationships with parents and other staff members.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public.
- Responds with tact and courtesy in public or telephone contact situations and provides information requiring a knowledge of state and county education laws, board policies, district procedures and general educational information pertaining to the school.
- Pursues professional study in the teaching and special education field.
- Works for continuous improvement of instruction in the classroom.
- Collaborate with students, parents, and other members of staff to develop IEP through the district process for each student assigned.
- Implement an instructional or skill development program for assigned students and show written evidence of preparation as required.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Work cooperatively with classroom teachers to support classroom accommodations and modify regular curricula as needed and assist special education students in regular classes with assignments, as appropriate and necessary.
- Provide guidance, direction, and some level of supervision to paraprofessionals assigned to your classroom
- Responsible for writing goals-which are aligned to the Arizona State Standards.
- Maintains a systematic plan for organization and presentation of daily teaching assignment.
- Maintains complete and accurate records of student progress as related to IEP goals. Cooperates with the advisor and/or administrator in any case that needs special attention.
- Assists in supervising the conduct and welfare of all students on the school premises or at school functions as appropriate, and assigned by building level administrator.
- Cares for and assists in protecting school property.
- Assists in stimulating and supporting student activities.
- Provides direct supervision to all assigned students.
- Attend district level Special Education meetings.
- Submit all IEP documents on time as outlined by district, state and federal policies.
- Works collaboratively and communicates on a regular basis with staff, parents and support staff to ensure student progress and success.
- Regularly review student IEP progress data and make necessary changes to instruction and goals as appropriate.
- Perform to the best of your ability any other duties that may be assigned by the building and Department Administration.

**KNOWLEDGE, SKILLS & ABILITIES:**



- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work comfortably with students, staff, parents, and the community, from diverse backgrounds, while being responsive to their needs.
- Demonstrated ability to motivate adolescent youth to work to meet high expectations.
- Proven effective classroom instructional and management skills.
- Experience with personalized student advising and motivation skills.
- Exceptional interpersonal and communication skills with students and parents, written and oral.
- Passion for working with, and teaching, youth of various social, educational, and economic backgrounds and levels.
- Positive experience in working closely with parent and/or community groups.
- Willingness to go “above and beyond” to support students in achieving academic goals.
- Commitment to continued personal and professional growth.
- Willing attitude to be a part of the school team; strong sense of professionalism skills.
- Management and organizational ability, common sense, motivation, positive attitude.
- Ability/willingness to participate in ongoing professional and staff development, both independently and through system-offered opportunities.
- Communicate effectively with all members of the school district and community.
- Comply with all district policies, rules and regulations.
- Ability to maintain classroom control and a productive learning environment/climate.

## **QUALIFICATIONS & REQUIREMENTS:**

- Bachelor’s degree from an accredited college or university
- Valid Arizona special education teaching certification

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The employee is regularly required to stand; walk; sit; use hands. The employee may be required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.
- The employee may be required to use the District approved physical restraint techniques when student restraint is required.

## **WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*