



WELD COUNTY SCHOOL DISTRICT RE-3J

Job Description

Position Title: Special Education Teacher (K-12)

Department: Elementary and Secondary Schools

Reports to: Building Principal

General Purpose: To teach and ensure that all students learn and demonstrate proficiency in district content standards which will contribute to the students' future success

Duties/Responsibilities:

- Meet and instruct at the times designated
- Employ a variety of research based instructional strategies, technology and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved
- Team with all staff to develop and plan a program of instruction that meets the individual needs, interests, and abilities of students
- Plan, direct and present student performance opportunities or demonstrations of student learning
- Work closely with building teachers to develop and plan a program of instruction that meets the individual needs, interests, and abilities of students
- Fulfill requirements for the district Special Education program
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
- Prepare for assigned students and demonstrate written evidence of preparation upon request of immediate supervisor
- Set and maintain standards of classroom behavior
- Establish and implement the learning process toward the achievement of district standards and, in congruence with those standards, establish clear objectives for all lessons, units, and projects
- Strive to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives

Duties/Responsibilities: (continued)

- Assess the performance of students, plan for and adjust instruction and curriculum as necessary on a regular basis and provide progress reports as required
- Diagnose the instructional needs of all students on a regular basis, seeking the assistance of district specialists as required
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Maintain accurate, complete, and correct records as required by law, district policy, and administrative procedures
- Assist the administration in implementing all policies and rules governing student conduct, and, for the classroom, develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner
- Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms
- Plan and supervise purposeful assignments for educational assistants and/or volunteer(s)
- Strive to maintain and improve professional competence
- Attend staff meetings and serve on committees as appropriate to the individual school site or district
- Perform other duties as may be assigned by the supervisor(s)
- Such alternatives to the above duties as the administration may find appropriate and acceptable

Supervisory Duties:

- May be asked to supervise classified staff

Job Qualifications:

Knowledge, skill & ability:

- Must be able to speak, read and understand English
- Must have ability to relate well with children, parents and other school/district staff and community members
- Strong communication skills with students, parents and staff members – able to generate positive relations and morale
- Highly motivated and results oriented
- Highly qualified as determined by state criteria for subject area
- Ability to use district technology
- Must be responsive to the suggestions of administration
- Adhere to district policies and the strategic plan

Education or formal training:

- Colorado Teaching License w/appropriate endorsement
- Minimum of a Bachelors' Degree
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Experience:

- Must have met experience and educational requirements for a Colorado License

Material and equipment directly used:

- Many types of technology
- This is not an all inclusive list

Working environment/physical activities:

- Daily routine includes lifting, pushing, pulling, bending, stooping, etc.
- Must be able to lift and carry 25 pounds at distances up to 100 feet
- Must be able to work in a variety of temperatures
- Dress appropriately for job conditions and per district policy
- There may be some work outside on occasion

Terms of Employment:

- Primary work is days
- School District Comprehensive Benefits – please refer to Board Policies, current salary schedule and summary sheet
- 183 days for veteran teachers; 3 additional days for New Teacher Orientation
- Employment is subject to approval or ratification of a Contract by the Board of Education

Evaluation: Performance of this job will be evaluated by administration

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.