

**Regional School District #16**  
**POSITION DESCRIPTION**

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**Position Title: SPECIAL EDUCATION TEACHER**

**Reports to:** Director of Pupil Personnel Services  
Administrator/Superintendent

**Approved by:** Board of Education

Date: May 13, 1998  
Rev: October 6, 2004

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**POSITION SUMMARY:** Delivers a high quality educational program within the individual classroom which will maximize the achievement and potential of every child.

**GENERAL DUTIES:**

- Works directly with any students who have an identifiable special education need.
- Collects, reviews, and evaluates the results of individual standardized achievement tests, intelligence test scores, teacher observations, developmental history, parent reports, results of school health screenings for vision and hearing defects, and medical reports which describe conditions which could significantly impair educational performance.
- Maintains records of special education students in local and district confidential files.
- Abides by Federal and State law guidelines, time deadlines, and restrictions.
- Consults with parents (home modifications, study skills, behavior management, etc.) and reports progress.
- Develops Individual Educational Plans for identified students.
- Develops yearly goals and objectives for identified students.
- Schedules students.
- Serves a member of the PPT.
- Consults with and assists teachers regarding behavior management, organizational skills, work study skills and grading for special education students.
- Assists staff to modify programs or classroom procedures for any student in need of such services.
- Consults with administrators regarding special education issues.

**INTERPERSONAL SKILLS:**

- Engages in activities to develop self-worth and dignity of students.
- Recognizes and provides for individual differences among students.
- Works harmoniously with school personnel.
- Works cooperatively to help resolve problems within the school system.
- Maintains and encourages communication and positive school/home cooperation.
- Encourages positive peer interaction among students.
- Encourages the development of acceptable moral character and behavior by students.

- Shares materials, talents and abilities.

**PROFESSIONAL RESPONSIBILITIES:**

- Fulfills required assignments and/or duties:
  - Arrives promptly for school, scheduled classes, and duties.
  - Supervises halls and other areas while school is in session.
- Supports and follows established school policies.
- Provides input for curriculum development.
- Participates in Child Study and Planning and Placement Team meetings.
- Is accurate and punctual in maintaining records and making reports.
- Maintains necessary records on acquisition of Continuing Education Units (CEU).

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regular and consistent attendance is essential in this position,

**CERTIFICATION:**

065

**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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some bending, stretching, lifting, stooping, and walking required.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.