

Job Description

Teacher - Special Education

Qualifications

The teacher must have a Bachelor's degree in Education and possess (or be eligible for) a certificate from the Missouri Department of Elementary and Secondary Education in the particular field(s) of teaching. Special Education certifications may be in one or more of the following areas:

- Special Education – Blind & Low Vision
- Special Education - Deaf & Hard of Hearing
- Early Childhood Special Education
- Special Education – Mild/Moderate Cross Categorical (includes former certification areas of LD/BD/ED/EMH)
- Special Education – Severely Developmentally Disabled

The teacher must possess knowledge of instructional strategies, assessment practices, and effective classroom management and discipline techniques. The teacher must exhibit effective communication skills to build positive relationships with students, staff, parents, and community.

Position Classification

Professional

Fair Labor Standards Act

Exempt

Supervisor

The teacher will report directly to the building principal.

Duties

The teacher will:

1. Be informed of rules, policies, and regulations of the school and district and follow them as required.
2. Understand and apply the instructional process with teaching and learning.
3. Be willing to provide leadership, motivation, instruction, assessment, and instructional strategies necessary to meet the needs of all students.
4. Share expectations and student progress with parents throughout the year.
5. Work as a team member.
6. Support classroom teachers for the purpose of assisting them in the implementation of individual student plans.
7. Provide classroom management to ensure a positive learning environment.
8. Provide a safe and orderly classroom environment.
9. Have good interpersonal skills to work with staff members, students, parents, and the community.
10. Pursue professional growth.
11. Maintain appropriate student records.
12. Handle confidential information appropriately.

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13. Maintain equipment and facilities in good condition.
14. Be punctual and responsible in attendance.
15. Demonstrate conduct representative of the school and establish and maintain a good relationship with the community.
16. Plan and supervise purposeful assignments for paraprofessionals as needed for the position.
17. Plans and administers first aid and assistance to medically fragile children (e.g. tube feeding, toileting, diapering, etc.) when needed for the purpose of providing appropriate care for assigned students.
18. Plans and implements behavior intervention plans for assigned students when needed to provide a safe and appropriate learning environment.
19. Participate in Evaluation and IEP processes by attending required meetings, collaborating with IEP/Eligibility team members, preparing IEP/Evaluation paperwork in accordance with the IDEA, and delivering instruction to enable students to make progress towards IEP goals and continue participation in the general education curriculum.
20. Perform any other duties as assigned by the principal or the Director of Special Education.

Physical Requirements:

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

- The employee is frequently required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee may be occasionally required to lift and/or move up to 50 pounds without assistance.
- While performing the duties of this job, the employee is regularly required to talk, hear, and see.
- Specific vision requirements include the ability to see at close and far range with or without vision correction.
- Specific hearing requirements include the ability to hear within normal limits with or without the use of hearing aids.
- Fine hand manipulation (keyboarding, fine motor tasks).
- The employee may be required to travel to and work at multiple agency locations if necessary. Transportation time may be spent commuting between sites and assisting with student supervision and participation in school events and activities.
- The employee may have to work with physically aggressive, disruptive students who may bite, kick, punch and/or throw objects.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Inside classroom/school settings, outdoors in a variety of settings and weather conditions with some exposure to risk of injury and/or illness.
- The noise level in the work environment can be moderate to high.
- Some students may display aggressive/assaultive behavior, including but not limited to biting, kicking, punching and/or throwing objects, utilize profanity, or attempt to destroy property.
- Some students will require assistance of the teacher for many or all personal care tasks.

Approved: October 25, 2019