

# HUDSON SCHOOL DISTRICT

## JOB DESCRIPTION

**POSITION TITLE:** Special Education Teacher

**POSITION STATUS:** Salary Exempt

**UNION (if applicable):** HFT

**LOCATION:** All

**REPORTING TO:** Special Education Department Head/Assistant Principal for Special Services

### **JOB SUMMARY:**

Design, monitor and provide direct instruction to meet the unique needs of students who are identified as having an educational disability and require special education services. Assist each student on their caseload to gain the necessary academic and work-related skills necessary to achieve the goals and objectives contained within their Individual Education Plan. Perform as necessary and appropriate initial and three-year evaluations. Work collaboratively with parents, teachers, community agencies and other special education staff members to develop and implement students' Individual Education Plans.

### **RESPONSIBILITIES:**

- Design, implement, and monitor students' Individual Education Plans, providing the supports and services for successful implementation.
- Provide Specially Designed instruction.
- Schedule and supervise assigned paraprofessionals.
- Meet with students, parents, community agencies, employers, teachers, paraprofessionals, and guidance counselors to:
  - Develop Individual Education Plans.
  - Develop schedules for instruction, consultation, service and transition services.
  - determine appropriate IEP service recommendations.
  - Collaborate regarding students' progress.
  - Communicate concerns regarding students' performance.
- Establish strong home-school-community relationships.
- Evaluate students as part of initial, ongoing, and three-year re-evaluations.
- Fulfill additional tasks as assigned by supervisor

### **SUPERVISORY RESPONSIBILITIES:**

- N/A Please refer to the responsibilities within the NH DOE Code of Code and Code of Ethics.

### **SKILLS/QUALIFICATIONS:**

- Must demonstrate the competencies associated with the credentials needed for the position consistent with the ED 500s
- Knowledge and skills necessary to comply with the laws and rules related to Special Education
- Advocate, nurture, and sustain a school culture and instructional program conducive to student learning and growth.
- Collaborate with staff, families and community members in a professional, respectful and positive manner.
- Act with integrity, and in an ethical manner in all aspects of carrying out the responsibilities of this position.
- Perform as a team player in collaborations with others to achieve common goals.
- Keep abreast with educational developments by attending appropriate professional development workshops/conferences and engaging in professional reading and committee work.
- Show creativity, initiative and flexibility in carrying out the responsibilities of this position.

### **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree or higher in Special Education with one to three years of successful teaching experience preferred.

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- Hold valid NH Special Ed certification or eligibility for alternative certification from the NH Department of Education.
- Strong interpersonal and verbal communication skills including the ability to effectively present information to groups of individuals.
- Must be able to work as a team member and possess good organizational and problem solving skills, initiative, motivation, flexibility and creativeness to successfully carry out the responsibilities of this position.
- Better than average professional recommendations are required.
- Ability to present written documents that are clear, concise, and grammatically correct.
- Ability to operate personal computers utilizing spreadsheet, word processing and database software.
- Successful completion of criminal history background check.

### PHYSICAL REQUIREMENTS:

- In a normal workday, the employee may be required to combine standing, walking, and sitting; continuously sit at desk, keyboard, etc. for several hours, lift/carry up to 15 pounds infrequently, bend frequently; squat, kneel, climb/balance, reach above shoulder level and lift from high/low positions occasionally.
- In a normal workday, the employee may be required to provide two-person lift service for physical needs of toileting, dressing, or with any personal hygiene needs.

**\*Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time, as it deems advisable.

**I have read and understand this job description.**

Signature:

Date:

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