

SHAWNEE MISSION SCHOOL DISTRICT

Job Description

Position Title	Intensive Resource
Department	Special Education
Reports To	Building Administration
Calendar	District Approved SY Calendar

SUMMARY:

The centralized programs serve special education students. Services are provided in small classroom sizes with emphasis on individualized instruction. Targeted areas maybe: academic instruction, behavior interventions focused on targeted IEP goals, early intervention behavior management, positive behavior supports, social skills development, and accountability.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned:*

- The Special Education teacher performs the following essential duties and responsibilities:
- Delivers instruction and maintains data on students of assigned caseload during the school year.
 - Maintain implementation of the student's Individual Education Plan (IEP).
 - Allocate instructional time based on the goals and objects of the individual student's IEP.
 - Collect data and report progress on individual student's IEP goals and objectives.
 - Collaborates with nurse and or other providers regarding implementation of medical and/or delegated duties (may include: tube feeding, tracheotomy suctioning, tilting, catheterization, diapering, seizure protocol)
 - Implements personal care, self-care and self-help needs due to student's needs
 - Develop and implement a Behavior Intervention Plan associated with the IEP.
 - Maintain accurate and complete school records, prepare reports on children and activities, as required by laws, district policies, and administrative regulations.
 - Develop and implement long-range and daily instructional plans based on individual instruction.
 - Implement varied instructional strategies (i.e. – direct instruction, reading/writing workshop, hand-on, project-based learning, modeling, graphic organizers, integrated content, jigsaw, journaling, learning centers, etc.).
 - Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
 - Immerse curriculum and instruction in technology resources (IPads, MacBooks, SmartBoards, etc.).
 - Instruct students on replacement skills, socially acceptable behaviors and personal development skills.
 - Monitor and report student's academic, behavioral, social and emotional progress.
 - Actively supervise students throughout the school day.
 - Establish, model and implement a classroom management system and structure for maintaining an environment conducive to learning of all students.
 - Create a physical classroom environment rich with instructional resources (academic, cultural, social, and emotional).
 - Design a classroom to support individual student's sensory needs, when applicable.

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- Provides instructional materials and data systems for students eligible for and attending ESY
- Develops daily schedule and instruction of paraprofessional use for maximum efficiency

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.*

- Ability to plan, organize and coordinate special education programs including various models for teaching exceptional children
- Desire to continue career improvement by enhancing skills and job performance.
- Ability to collect and analyze various types of data

EDUCATION AND/OR EXPERIENCE:

- Must have valid Kansas teaching certificate in appropriate special education field
- Minimum 5 years teacher in special education preferred
- Masters Degree preferred but not required

LANGUAGE SKILLS:

The Special Education teacher shall:

- Communicate well; both in written and verbal contexts with parents, patrons, staff and students
- Write routine reports and correspondence

OTHER SKILLS AND ABILITIES:

The Special Education teacher shall:

- Operate a personal computer and related applications (MS Office, and Google Apps for Education)
- Communicate clearly and concisely, both orally and in writing
- Collaborate with teachers, administrators and colleagues
- Perform duties with awareness and commitment to all district requirements and Board of Education policies
- Intervene calmly and purposefully in difficult situations and/or crisis situations.
- Communicate positively with students, colleagues, parents and patrons as well as other members of the community

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*

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individuals with disabilities to perform the essential functions.

- Must pass the Crisis Prevention Intervention (CPI) course
- Provide CPI strategies when needed for safety of students and adults.
- May require some physical exertion.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Must be able to work in a classroom setting within a school building.

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.