

Position Title	SPED Resource 1.0		
Department	Special Education		
Reports To	Building Principal		
Revised By	SPED	Date(s) Revised	12/23/2025
Approved By	Director of Human Resources	Date(s) Approved	3/23/2026

SUMMARY:

The special education teacher is responsible for the implementation of the District curriculum in a way that maximizes student learning. The teacher is responsible for the supervision and evaluation of all students within his/her teaching assignment.

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

Instructional Process

- Writes and implements long-range plans which incorporate District/course curricular objectives.
- Writes and implements daily plans which incorporate District/course curricular objectives.
- Plans and implements plans to address the needs of individuals and/or small groups of students.
- Incorporates curricular revisions and new programs into instruction.

Organization and Management

- Organizes the classroom for efficient use of instructional time.
- Has supplies, materials and equipment available for use.
- Keeps student records and permanent folders current and readily available for teacher, student or parent reference.
- Maintains system for monitoring student scheduling including special education and/or mainstream activities.
- Maintains information for classroom management.
- Keeps exceptional student IEPs current and in an organized manner.
- Allocates instructional time based on needs of students as reflected on IEP.
- Holds IEP meetings and parent conferences throughout the year.
- Completes written reports and follows procedural guidelines as set forth by the Principal and the Special Education Supervisor.
- Schedules adult supervision for maximum efficiency.

Instruction

- Demonstrates a knowledge of the subject area and the ability to convey it to the students.
- Demonstrates the ability to organize information for logical presentations.
- Teaches to the objective and uses a variety of materials.
- Demonstrates effective presentation skills and styles, which reflect curricular objectives
- Focuses students for instruction.

- Provides for all students to be actively involved in a lesson.
- Monitors student responses and adjusts instruction accordingly.
- Uses reinforcement to influence positive behavior.
- Presents clear, legible and precise directions.
- Provides guided and independent practice.
- Applies appropriate closure in a lesson presentation.
- Maintains, administers and utilizes tests as an instructional tool.
- Evaluates students' work and communicates progress.
- Uses principles of learning, which promote memory and recall.

The Classroom Climate

- Creates a physical environment conducive to learning.
- Creates an emotional atmosphere conducive to learning.
- Maintains classroom control.
- Promotes development of self-control in students.
- Counsels with students and others when needed.
- Develops reinforcement schedule.
- Identifies behavior problems.
- Confers with parents, counselors, nurse, administrators and appropriate sources about students.
- Develops/implements a plan or strategy to remediate the problem.
- Secures parent permission prior to implementation of plan.
- Confers with the diagnostic team prior to implementation of the plan.
- Assists students in learning to function effectively within a group.
- Follow through with student discipline and special behavior programs.
- Secures and uses information appropriately concerning the abilities, needs, and interests of students.
- Assists with overall supervision and discipline of students within the school.
- Promotes positive self-concept.

Professional Relations

- Demonstrates sound professional judgement.
- Maintains a positive attitude.
- Interacts positively with other staff members.
- Interacts positively with community and parents.
- Meets assigned District and building responsibilities.
- Seeks professional growth.
- Works to complete building, District, and Board of Education goals
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE (REQUIRED AND PREFERRED):

- Graduation, or anticipated graduation, from an accredited college or university.
- Valid Kansas Teaching License with Special Education Certification required or enrollment in a certification program.

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.*

- Demonstrates ability to implement best practice teaching strategies and the motivation to set and achieve high performance levels.
- Knowledge of principles and practices of public school education and the ability to apply them to the needs of the district.
- Ability to develop effective working relationships with the students, staff, and community.
- Knowledge and ability to utilize appropriate technology.
- Ability to collaborate with team members to implement the district's strategic plan and engage in solution building.
- Desire to continue career improvement by enhancing skills and job performance.

SKILLS AND ABILITIES:

- Ability to maintain a high level of professionalism and adherence to Board policy.
- Ability to communicate well, both verbally and in writing, with parents, patrons, staff and students.
- Ability to effectively write detailed reports and correspondence.
- Ability to speak in front of large and/or small groups.
- Ability to read and interpret documents.
- Bilingual communication skills preferred.

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.*

- Must have the ability to travel in personal or school district vehicle.
- Must be flexible regarding scheduling, working conditions and location of work.
- 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 occasionally work in noisy and crowded environments, with numerous interruptions.

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.