

## Human Resources

### Teacher Special Education

**Department:** Campus  
**Reports to:** Student Services Coordinator (SSC), Principal, Director of Special Education  
**Placement:** Certified Salary Schedule  
**Term:** See Duty Day Calendar

#### Position Summary:

The Special Education Teacher works with students who have a wide range of learning, mental, emotional and physical disabilities.

#### Essential Functions:

- Assesses students' skills to determine their needs and to develop teaching plans
- Adapts lessons to meet the needs of students and the curriculum as set down by the district office.
- Maintains accurate and complete student records and prepares reports on students and activities as required by laws, district policies and administrative regulations.
- Develops Individualized Education Programs (IEPs) for each student.
- Plans, organizes and assigns activities that are specific to each student's abilities.
- Plans and conducts activities for a balanced program of instruction, demonstration and work time that provides students with opportunities to observe, question and investigate.
- Teaches and mentors students as a class, in small groups and one-on-one.
- Teaches personal development skills such as goal setting, independence and self-advocacy.
- Employs special education strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition and memory.
- Establishes clear objectives for all lessons, units and projects and communicates those objectives to students.
- Establishes and enforces rules for behavior.
- Maintains order among students.
- Implements IEPs throughout the school year to reflect students' progress and goals.
- Discusses student's progress with parents, teachers, counselors and administrators.
- Supervises and mentors paraprofessionals who work with students and disabilities.
- Prepares and helps students transition from grade to grade and after graduation.

#### Training and Experience:

- Bachelor's degree or higher
- Attends periodic trainings and meetings as necessary

#### Licensing/Certification Requirements:

- Valid Arizona Teaching certification in the appropriate designation of Special Education: Mild-Moderate Disabilities K-12; Severe and Profound Disabilities K-12; Hearing Impaired; Visually Impaired
- Meet the criteria for designation as Highly Qualified through the ADE in the area of teaching.
- Valid DPS Fingerprint Clearance Card.

#### Knowledge of:

- Communication skills for discussing student's needs and performances with general education teachers, parents and administrators.
- Explaining difficult concepts in terms that students with learning disabilities can understand.
- Critical-thinking skills.
- Interpersonal skills.

**Skill In:**

- Classroom management techniques and focusing on the process of planning, teaching, learning and critical reflection.

**ADA and Other Requirements:**

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

*When duties and responsibilities change and develop, this job description will be reviewed and subject to changes of business necessity.*