

Spring Hill U.S.D. #230
101 East South Street
Spring Hill, KS 66083

SPECIAL EDUCATION INSTRUCTOR JOB DESCRIPTION

Purpose: The Special Education Instructor creates a positive learning environment to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the Special Education Instructor must work closely with the staff and administration of the school district.

Responsible To: Principal and Director of Special Services

Payment Rate: According to Certified Salary Schedule

Benefits: According to the Master Agreement

Qualifications:

1. Bachelors degree from an accredited college/university.
2. Current Kansas State Teaching License on file in the Central Office.
3. Health and Inoculation Certificate on file in the Central Office.
4. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
5. Desire to continue career improvement.

Essential Functions:

1. Facilitate the personal, social, and intellectual development of students.
2. Establish a positive learning environment and respond to the individual needs of students.
3. Able to modify curriculum and instructional practices to meet the needs of students with disabilities in general and special education classrooms.
4. Ensure that all activities conform to district guidelines.
5. Communicate effectively with all members of the school district and community.
6. Work effectively with community organizations.
7. Appropriately operate all equipment as required.
8. React to change productively and handle other tasks as assigned.
9. Support the value of an education.
10. Support the philosophy and vision of the school district.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push objects or materials.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.

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5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.

General Responsibilities:

1. Assist in the early recognition and prevention of educational problems.
2. Participate as a team member in the comprehensive evaluation, review, and re-evaluation process.
3. Participate in the development of student IEP's.
4. Plan and implement effective lessons based on student IEP's, using time, materials and resources effectively.
5. Adhere to required program guidelines as defined by the Kansas Plan for Special Education.
6. Monitor student progress and make informed, timely educational decisions.
7. Monitor student progress in general education classrooms through direct consultation with classroom teachers.
8. Motivate students through effective communication and evaluative feedback.
9. Display a thorough knowledge of curriculum and behavior management strategies.
10. Demonstrate awareness of the needs of students and provide for individual differences.
11. Set high expectations for student achievement and behavior.
12. Demonstrate effective interpersonal relationships with others.
13. Establish and maintain a positive climate for learning through appropriate classroom management.
14. Maintain current curriculum and instructional practices.
15. Provide daily feeding and/or mealtime supervision, toileting and hygiene care as needed.
16. Plan and implement transitional programs for students.
17. Consult with parents, teachers, administrators, and others concerning the needs of students and special services that are available.
19. Refer students and their families to appropriate community agencies and services.
20. Cooperate with agencies serving students and their families.
21. Assist teachers in the development and implementation of curriculum modifications and appropriate classroom strategies.
22. Assist with public awareness activities, which lead to a better understanding of the needs of exceptional children.
23. Assist students in developing feelings of self-worth and in making social adjustments, which permit them to cope with disabilities.
24. Order and maintain an adequate inventory of materials and supplies.
25. Maintain appropriate, confidential records and provide timely reports.
26. Participate in inservice training activities, organizations, and seminars which enhance professional growth.
27. Train and supervise staff members as assigned.
28. See that school district and cooperative policies are observed during all activities.
29. Obtain advance approval for all special activities and expenditures.
30. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
31. Other duties as assigned by the Director of Special Services.