



Board of Education
61 ECHO LAKE ROAD
WATERTOWN, CONNECTICUT 06795
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FAX: (860) 945-6990



TO: All District Staff

FROM: Lisa Fekete
Superintendent of Schools

RE: ANNOUNCEMENT OF VACANCY

DATE: October 24, 2025

Long Term Substitute - Special Education Teacher

Position Title: LTS-Special Education Teacher

Location: Polk Elementary School

Position Reports To: Interim Director of Special Education and Pupil Personnel Services and/or
Principal of Polk Elementary School

Job ID: #2429

Internal Close Date: October 31, 2025

External Close Date: November 14, 2025

Anticipated Start Date: January 13, 2026 through March 2, 2026 (Anticipated)

Required Certifications & Qualifications

Current State of Connecticut Teaching Certificate #065 - #165

Preferred Qualifications

Experience working with students with special needs in the upper elementary grades and co-teaching.

Essential Skills, Knowledge Performance Abilities

- Works to create a positive classroom and school culture
- Provides academic, social and emotional education and supports through the preparation and implementation of engaging, interactive lessons designed to ensure all students reach their potential
- Case manages the development and implementation of IEPs for assigned students
- Assists teaching staff in implementing students' IEPs and behavior management plans
- Conducts diagnostic evaluations of students for the purpose of identifying learning issues and/or social-behavioral needs in order to recommend courses of action to maximize learning as needed during the duration of the position
- Observes, collects data, and evaluates students' progress toward achieving IEP goals and objectives
- Prepares/shares reports on students' performance
- Encourages parental involvement in students' education and ensures effective communication with students and parents
- Implements effective behavioral strategies and techniques as needed
- Provides differentiated and integrated instruction for all academic content areas

- Works with all staff to modify and accommodate for students with special needs to facilitate their access to classroom instruction, activities, field trips, recreational opportunities, etc.
- Directs, schedules and assists in training paraprofessional staff to support students' learning

Additional Duties

Perform all other duties that may be assigned by the Director of Student Services and/or the Building Administrator

Terms of Employment

- \$115 Substitute Rate per day for the first 10 consecutive days
- \$273.89 per day starting on the 11 day
- Salary lane could change to MA or MA-6th Year on the 41st day upon proof of degree

Work Schedule

Monday-Friday 8:25am - 3:35pm

All application materials must be submitted online, through Applitrack; should you have any difficulty in submitting your online application please contact (860)945-4813.

*District reserves the right to close the posting if a suitable candidate is found prior to the external closing date.