



WillardPublicSchools
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Position: Special Education Teacher

Qualifications:

1. **Education level** –Bachelor of Science or Bachelor of Arts degree in Special Education
2. **Certification or Licensure** – Appropriate and current Missouri Teaching Certificate.
3. **Experience desired** – Minimum of two years experience teaching students with disabilities preferred.
4. **Other requirements** – Must successfully pass a background check that is satisfactory to the Board of Education. Excellent organizational skills, oral and written skills, time management, and computer skills.

General Summary: The successful candidate will demonstrate a strong understanding of various teaching and assessment strategies for students with disabilities and be able to communicate this knowledge effectively to students, teachers and parents. Flexibility and strong organizational skills are important. It is equally important to be goal driven and maintain a high level of professionalism and confidentiality while adhering to Board Policy.

Performance Responsibilities:

1. Participates in the IEP process by attending IEP meetings, collaborating with IEP team members, preparing IEP paperwork, and delivering instruction to enable students to make IEP goal progress
2. Maintains accurate, complete, and correct records as required by law, district policy, and administrative procedures
3. Makes provision for being available to students and parents for education-related purposes outside the normal instructional day when required or requested under reasonable terms
4. Attends weekly staff meetings
5. Diagnoses the instructional needs of students on a regular basis to provide appropriate services
6. Meets and instructs assigned classes in the locations and times designed
7. Plans a program of study that meets the individual needs, interests, and abilities of students
8. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
9. Prepares for students assigned and demonstrates written evidence of preparation upon request of immediate supervisor(s)

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10. Guides the learning process toward the achievement of curriculum goals, and, in congruence with those goals, establishes clear objectives for all lessons, units, and projects to communicate said objectives to students
11. Employs a variety of instructional techniques, technology, and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved
12. Assesses the accomplishments of students on a regular basis and provides progress reports as required
13. Takes all necessary and responsible precautions to protect students, equipment, materials, and facilities
14. Assists in the administration and implementation of all policies and rules governing student conduct. Develops reasonable rules addressing classroom behavior and procedures in the classroom that maintains fair and just order in the classroom
15. Plans and supervises purposeful assignments for educational assistants (paraprofessionals)
16. Strives to maintain and improve professional competence
17. Perform any other duties and responsibilities as directed by the Director of Special Services and/or Building Principal.

Type of Position: Certified

Reports to: Executive Director of Student Services/Building Principal

Evaluated by: Executive Director of Student Services/Assistant Director of Student Services and Building Principal

Contract: 185 Days

Acknowledgement:

I have read and understand this job description and can fulfill the essential functions as listed, with or without reasonable accommodation. I understand that it is intended to describe the general requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Districts' needs. This job description is not a contract and may be adjusted as necessary at the sole discretion of the employer.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____