

Teacher - Special Education

Purpose Statement

The job of Teacher - Special Education is done for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibility for facilitating effective instructional practices; supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

This job reports to Building Principal

Essential Functions

- Adapts classroom work (e.g. reading, writing, math, etc.) for the purpose of providing students with instructional materials that address individualized learning s within established lesson plans.
- Administers appropriate first aid assistance (e.g. tube feeding, toileting, diapering, etc.) for the purpose of providing appropriate care for children as needed and assigned.
- Administers state and district assessments (e.g. subject specific assessments, etc.) for the purpose of assessing student competency levels and/or developing individual learning plans.
- Collaborates with a variety of stakeholders (e.g. instructional staff, other school personnel, administration, parents, a variety of individuals and groups within the community, etc.) for the purpose of improving the overall quality of student outcomes and achieving established classroom objectives in support of the school improvement plan.
- Counsels assists, and coordinates with students, parents, staff and administration (e.g. improvement performance plans, health status, problem solving techniques, personal issues, parent conferences, IEPs, student and parent training, etc.) for the purpose of facilitating student learning through comprehensive, effective instruction.
- Develops curriculum (e.g. assignments designed to deal with IEPs, assessment, foundational skills, etc.) for the purpose of implementation of grade level and content appropriate curriculum to ensure student learning.
- Facilitates student learning (e.g. implementation of effective instructional strategies, etc.) for the purpose of achieving success in academic, interpersonal and daily living skills through defined lesson plans to facilitate successful student learning.
- Manages students in a variety of educational environments (e.g. classroom, playground, hallways, field trips, nap times, etc.) for the purpose of providing a safe and positive learning environment.
- Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, assessment results, accurate educational records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction to appropriate personnel.
- Responds to emergency situations (e.g. school lockdowns, weather related emergencies, drills, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development behavioral management strategies; and best instructional practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive, positive and professional relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; exhibiting positive and professional demeanor; working flexible hours; effective communication skills; and working as member of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Equivalency: BA, BS degree in related area with increasing levels of job-related experience.

Required Testing

Certificates and Licenses

Driver's License & Evidence of Insurability
Teaching Credential

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Continuing Education Requirements
Maintains Certificates and/or Licenses

FLSA Status

Approval Date

Salary Grade

Not Rated

