

JOB TITLE:

Special Education Teacher

QUALIFICATIONS:

- Certificate, license, or other legal credential required.
- Degree(s) required in the area of major study.
- Kind and amount of prior job experience required.
- Physical and mental condition fitting him/her to instruct or associate with children.
- Ability to communicate effectively with community, students, staff and parents.
- Such alternatives to the above qualifications as the Board of Education may find appropriate.

REPORTS TO:

Director of Student Services and Principal

JOB GOAL:

To help students develop a positive self-concept to contribute to their development.

PERFORMANCE RESPONSIBILITIES:

1. Plan a program of study to meet the individual needs, interests, and abilities of the students.
2. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
3. Make all necessary and reasonable precautions to protect students, equipment, materials and facilities.
4. Assist the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.
5. Design classroom schedules to meet needs of students and fit within the structure of school.
6. Prepare for classes assigned, and show written evidence of preparation upon request of immediate supervisor.
7. Conduct classroom according to district policies, building rules, and federal/state regulations.
8. Create a positive learning environment that promotes student motivation and behavior management.
9. Serve as a member of diagnostic teams, conducting testing and reports as deemed appropriate.
10. Write, implement, and evaluate an IEP for each student on caseload.
11. Provide the specified amount of special education services as indicated on individual IEP's for students assigned to caseloads.
12. Maintain accurate, complete and correct records as required by law, district policy, and administrative regulation. Submit forms and reports in a timely manner.
13. Attend staff meetings, workshops, and training.
14. Provide communication to parents and other professionals involved with students.
15. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
16. Assume such other duties as assigned by supervisor or administrative personnel.

 **JOB DESCRIPTION****TERMS OF EMPLOYMENT:**

Salary, work day, and year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board of Education's policy on Evaluation of Certificated Personnel.

[Return to Table of Contents](#)