

WICKENBURG UNIFIED SCHOOL DISTRICT
 JOB TITLE: SPECIAL EDUCATION TEACHER – Elementary School
 LOCATOR: 1.1

Position Type: Exempt	Department: Professional Staff
Salary Schedule: Certified	Reports to: School Principal/Director of Special Education
Salary Range: \$31,775 - \$39,155	Location: Hassayampa/Festival Foothills
Term of Employment: Certified Calendar	Date: February 8, 2012
Shift: Day	Approved by: Human Resources

We are creating excellent schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY:

To be an advocate for students with special education needs by creating a flexible elementary school program and a class environment favorable to learning and personal growth; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for middle school and high school, in accordance with each student’s ability.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- To establish effective rapport with students;
- Teaches district approved curriculum using District approved resources;
- Completes Individual Education Plans for each student, according to the needs of the student;
- Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil;
- Translates lesson plans into developmentally appropriate learning experiences;
- Establishes and maintains standards of student behavior to achieve an effective learning atmosphere;
- Evaluates students’ academic growth, keeps appropriate records and maintains a grade book;
- Identifies student needs and makes appropriate referrals and implements strategies for individual education plans;
- Instructs students in citizenship and subject matter specified in state law and administrative regulations and procedures of the school district;
- Remains available to students and parents for education-related purposes outside the instructional day;
- Maintains complete and accurate student records to meet all District and State requirements;
- Plans and coordinates the work of teacher aides, parents and volunteers in the classroom and on field trips;
- Creates an environment for learning through functional and attractive displays and exhibits of student work;
- Complies with all rules, regulations and policies of the Governing Board.

MARGINAL DUTIES:

- Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc;
- Must be a member of the IEP Team and/or the Student Assistance Team;
- Other job related duties as assigned by supervisor;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Supervises students to ensure safe and orderly environment.

OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:

- Must possess knowledge of best practices in working with special needs students;
- Must possess knowledge of Special Education legal requirements and timelines;

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- Must have an adequate working knowledge and use of education technology;
- Must be detail-oriented, self-motivated, and able to work collaboratively;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Develops positive working relationships with school staffs, students and families;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District’s attendance standards as described in established guidelines.

CERTIFICATES, LICENSES AND REGISTRATION:

- Current Arizona Special Education Teaching Certificate with SEI endorsement (or ESL/bilingual endorsement);
- Additional approved areas on certificate preferred; Reading and Math endorsements preferred;
- Must meet highly qualified requirements with documentation to support;
- Must have endorsements/approved areas in core classes taught listed on certificate to be the teacher of record;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must maintain a current Fingerprint Clearance Card.

COMMUNICATION SKILLS:

- Communicates effectively with the supervisor, other school staff, parents, and students;
- Communicates regularly with the Director of Special Education.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

PHYSICAL DEMANDS:

- May regularly sit, stand and reach with hands and arms, talk or hear and taste or smell;
- May frequently use hands to finger, handle, or feel objects, tools, or controls;
- May require ability to walk, and climb or balance, stoop, kneel and crouch;
- May regularly lift and /or move up to 20 pounds;
- May require close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EVALUATION: Evaluation by School Principal or other Board approved evaluator in accordance with Board Policy.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. This is a temporary management guide tool, subject to change.

Reviewed / agreed to by _____

Date _____

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