

WICKENBURG UNIFIED SCHOOL DISTRICT  
 JOB TITLE: SPECIAL EDUCATION TEACHER – High School  
 LOCATOR: 1.3

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

*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 high 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 college and career readiness, 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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