

# Position Description

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<b>TITLE:</b>	<b>Special Education Teacher</b>	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	School Site	<b>Compensation:</b>	Certified Placement Guide

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**SUMMARY:** To ensure all students with disabilities demonstrate significant growth and will meet or exceed Arizona State Standards in reading, writing, math and science; to successfully participate in professional development which focuses on increased student achievement, support to students with disabilities; to support the maintenance of a safe, orderly, vibrant and respectful campus; to support the expansion and maintenance of strong parent, community and business partnerships; and to foster student achievement by demonstrating a positive working relationship with parents and students.

## **PRIMARY DUTIES AND RESPONSIBILITIES:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

## **INSTRUCTIONAL RESPONSIBILITIES:**

- Guides the learning process toward the achievement of District curriculum goals and in harmony with the goals, establishes clear and measurable objectives for all lessons, units, projects and the like, to communicate these objectives to the students;
- Plans a program of study that meets the individual needs, interests and abilities of the students;
- Provides relevant anticipatory set for the objective, teaches to the objective, uses effective questioning techniques and provides closure of the objective;
- Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved;
- Includes strategies that promote critical and strategic thinking as a means to provide opportunities for students to participate actively throughout the lesson;
- Provides comprehensible input and hands on experience as a means for students to achieve mastery;
- Provides opportunities for interaction and/or discussion including the introduction of key vocabulary;
- Provides constructive feedback in a timely manner;
- Monitors and adjusts learning appropriately, maximizing learning time and promoting retention of learning;
- Uses a variety of assessments to measure student growth;
- Maintains a positive feeling tone during lessons;
- Adapts lessons and assessments according to individualized education plans of special needs students;
- Lesson plans and assessments promote state standards as outlined in the approved instructional calendar;
- Responsible for demonstrated student growth and achievement;
- Coordinates services for students with disabilities;
- Participates in weekly consultation with general education teachers;
- Provides support to IEP team members; and
- Ensures all required participants attend IDEA required meetings.

## **CLASSROOM MANAGEMENT AND ORGANIZATIONAL RESPONSIBILITIES:**

- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students;
- Demonstrates ability to productively manage groups of students;
- Organizes materials in a manner that promotes efficiency;
- Complies with enforcing and implementing all policies and rules governing student life and conduct;

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- Develops reasonable rules of classroom behavior and procedure, communicates and clearly defines expectations for student behavior and maintains order in the classroom in a fair and just manner;
- Consistently expects students to set and maintain standards of classroom behavior;
- Frequently and accurately collects student achievement data, demonstrates an ability to analyze this data and makes appropriate adjustments in instructional materials and/or techniques as a result; and
- Successfully participates in providing tutorial and enrichment activities for students.

### **PROFESSIONAL RESPONSIBILITIES:**

- Develops Individualized Education Plans (IEPs) for assigned within specified time frame;
- Schedules meetings for students within required time frame;
- Provides guidance and supervision for instructional aides;
- Monitors all student records for compliance;
- Develops lessons and assessments which incorporate the state standards and approved District curriculum;
- Maintains adequate and readily available substitute plans which include, at a minimum, seating charts, schedules, contingency plans, disciplinary procedure, attendance procedures, lunch procedures, and duty assignments;
- Implements by instruction and action the District's philosophy of education and instructional goals and objectives;
- Assesses the accomplishments of students on a regular basis and provides progress reports as required;
- Maintains accurate, complete and correct records as required by law, District policy, administrative regulation;
- Attends staff meetings and serves on staff committees as required;
- Cooperates with other members of the staff in planning instructional goals, objectives, methods and in selecting materials;
- Is available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms;
- Maintains confidentiality in all areas, except where required by law;
- Assumes individual responsibilities which may be assigned by the principal/supervisor and which may relate to committee work, student activities, student supervision or other planning and professional assignments;
- Prepares for classes assigned, and shows written evidence of preparation upon request of supervisor;
- Meets and instructs assigned classes in the locations and at the time designated;
- Assumes legal responsibility for the supervision of students on school property or in attendance at school sponsored activities;
- Maintains consistent, punctual and reliable attendance;
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities;
- Maintains and improves professional competence;
- Analyzes the special needs for at-risk students on a regular basis, seeking the assistance of District specialists as required;
- Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance;
- Creates a classroom environment that is cognizant of the dignity of the teacher, students and other staff;
- Maintains a manner that seeks positive solutions in actions with others and is efficient and effective in duties despite stressful and/or contentious situations; and
- Communicates concerns and ideas with colleagues, students, parents and community in a positive, professional and ethical manner.

### **MINIMUM QUALIFICATIONS:**

#### **Education:**

- Bachelor's degree or above from an accredited four-year college or university.

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### **Required Licenses and Certifications:**

- Valid Arizona Teaching Certificate for the appropriate grade level, subject area and/or area of disability;
- Meet federal and/or state standards required for subject area assigned;
- Possess special area endorsements as required by state and/or federal regulations or District Policy and procedures; and

### **Required Knowledge of:**

- SIOP instructional practices and methods of classroom teaching and management.
- Writing individualized education plans, quarterly progress notes, multi-disciplinary meetings and case management.
- Telephone etiquette.
- District and School Board policies and procedures.

### **Required Skills in:**

- Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely.
- Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment.
- Assessing, prioritizing, and completing multiple tasks and demands simultaneously.

### **Physical Demands/Work Environment:**

- Work is performed in a standard campus environment.