Job Description – Special Education Teacher

**Summary of the Job:**

* Under the direction of the school principal, the special education teacher plans and provides for appropriate learning experiences for students with disabilities in a variety of learning settings. The person is responsible for creating a program and learning environment that provides specialized instruction for students with disabilities, such that the students benefit from the general education curriculum to the greatest extent possible with or without the need of supplemental aides, accommodations, and other needed supports. The program needs to be approved by both the Principal and Special Education Director.
* The work environment is either a shared office/classroom space or individual space; exposure to usual room and student sounds and activities; seasonal temperatures, etc. Teachers could be periodically rotated/reassigned grade levels based on needs within the district. Volunteer movement would be considered first before re-assignment took place. The contractual work day is generally between 7:30-3:30 daily.

**Education/Qualifications:**

* Bachelor’s Degree or higher from accredited university recognized by state department
* Background clearance
* Possess/eligible for a valid Idaho Education Credential [Teaching Certificate]
* Physical skills entail significant walking, bending, standing, stooping, and possible need to physically move student(s) or equipment weighing up to 50 pounds.
* Ability to emulate professional standards

**Supervisor(s):**

* The primary evaluation and supervisor is the building principal.
* The department director will provide supervisory roles for budget, human resources, and compliance related issues. A supplemental evaluation will be provided as needed by Director.

**Knowledge, Skills, Tasks:**

The following list is intended only as a partial list of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

* Learn and follow all appropriate policies and procedures
  + Federal, state, district, laws, policies and procedures
  + Master Teacher/District Agreement
  + Idaho Code of Ethics
* IDEA Regulations and procedures
  + Maintain accurate and complete student records, prepare reports on children and activities
  + Assess and evaluate students based on educational needs
    - Various assessment tools to identify students with special needs
  + Plan, write, carry out effective IEP services
    - How to coordinate services with the regular education teacher and/or program
    - Document student progress toward individualized goals
    - ability to make adjustments as needed to help student work toward highest growth possible
* K-12 core curriculum content
  + Appropriate modifications and interventions of classroom curriculum
* Understand how Response to Intervention Programs work
  + Provide support to general education staff with possible interventions ideas
* Use effective and appropriate communication techniques with students, parents, staff, agencies, and community members
  + Ability to communicate information to others with the use of oral and written expression, comprehension; speaking with clarity; use of deductive reasoning
* Communicate with supervisors, peers, or subordinates by telephone, in written form, email, or in person
  + Provide supervisory and evaluative activities to instructional assistants
  + Scheduling events, programs, activities, as well as the work of others
  + Providing guidance and direction to subordinates, including setting performance standards and monitoring performance
* Teach socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement
* Establish and maintain interpersonal relationships
  + encouraging and building mutual trust, respect, and cooperation among various team members
  + talking to others to convey information effectively
* Resolve conflicts and negotiate with others
  + handle complaints, settling disputes, resolving grievances and conflicts, or otherwise negotiating with others
* Organizing, planning, and prioritizing work
  + develop specific goals and plans to prioritize, organize, and accomplish your work