

**JOB DESCRIPTION  
SPECIAL EDUCATION TEACHER**

**JOB GOAL:**

To provide an approved special education program and establish a class environment that fosters learning and personal growth; to help students develop skills, attitudes, and knowledge needed to provide a good foundation for continued education; to work with regular classroom teachers to deliver the educational program, and to maintain good relationships with parents and other staff members.

**QUALIFICATIONS:**

1. Valid Montana teaching certificate and endorsements.
2. Demonstrated successful experience working with students.
3. Evidence of ability to work well with students, parents, and other staff members.
4. Evidence of the ability to accept and direct para-professionals and work as a team member with other professionals.
5. Evidence of thorough knowledge and understanding of the instructional/ learning process as it relates to special education students.
6. Evidence of strong academic preparation and/or teaching experience.
7. Evidence of an understanding of and willingness to abide by the confidentiality policy and practice of the district.
8. Other qualities as deemed appropriate.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide instruction to identified students in accordance with each student's individualized education program.
2. Develop lesson plans and instructional materials and provide individualized and small group instruction to meet the needs of each student.
3. Set specific objectives wherever possible in lesson preparation and weekly lesson plans and carry through the presentation to effectively achieve these objectives.
4. Work cooperatively with regular education teaching staff to coordinate instructional activities and to monitor the progress of each student and provide support instruction in the regular classroom or special education classrooms as assigned.
5. Maintain records of student's educational progress and summarize for reporting purposes.
6. Establish and maintain standards of pupil behavior needed to achieve a classroom climate conducive to learning.
7. Consult with members of the CST regarding each pupil's educational program, academic program, and personal growth. Meet at least once annually with the case manager, parents, and other professional staff to review and revise the IEP and placement of each assigned pupil.
8. Communicate with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
9. Participate in the development of the district's plan for special education.
10. Maintain professional competence and continuous growth through in-service education activities and other professional growth activities.
11. Participate in school-level planning, faculty meetings/committees, and other school groups.
12. Make effective use of community resources to enhance the instructional program.
13. Adhere to and implement Board and school policies and procedures.
14. Other responsibilities and duties as assigned by the Building Principal.

**IMMEDIATE SUPERVISOR:** Building Principal and Special Education Coordinator, In addition, a Special Education Teacher, as are all district employees, is under the general supervision of the District Superintendent.

**TERMS OF EMPLOYMENT:** Salary, benefits, and other working conditions as negotiated by the Frenchtown Public Schools Board of Trustees and the FEA.

**EQUIPMENT USED:** Computer, calculator, copier, telephone/voice mail, fax, wheelchairs, and other special needs equipment.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints and is required to work in a stressful environment. The employee is directly responsible for the **safety**, well-being, and work output of students.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to sit, walk, and stand; travel from building to other sites; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift or move up to 20 pounds.

**MENTAL/MOTOR DEMANDS:** While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions that require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**It is the prerogative of the District to assign staff so as to best meet the needs of the District.**