

Bottineau Public School District

Special Education Teacher Job Description

Qualifications:

1. Bachelor's degree in the Special Education
2. Valid ND Teaching License with required endorsements

Reports to:

Elementary and/or High School Principal(s)

Supervisory Responsibilities:

1. Students and guests in classroom
2. Paraprofessional assigned to assist the teacher

Performance Responsibilities:

1. Demonstrates a comprehensive knowledge of special education and has excellent experience in teaching and working with students in this field.
2. Reviews periodically the curriculum for the district and recommends modifications when appropriate so that the special education curriculum serves as a framework for planning sequential instruction to address state standards and the developmental needs of students.
3. Implements the educational program and comprehensive related services as outlines in the student's Individual Education Plan (IEP).
4. Provides an instructional program closely related to and coordinated with the regular program so that students meet and exceed the state standards as outlined in the student's IEP, modifying methods and materials as needed.
5. Maintains records indicating progress of the student in achieving the objectives of the IEP and assists with the evaluation and assessment of students.
6. Participates in the development and annual review of IEPs. Monitors the implementation and provides information about completed goals and objectives, communicating closely with members of the study team and case manager about the progress of the student.
7. Communicates regularly with the regular teachers when a student is mainstreamed and assists with providing appropriate instruction and modification when needed instructional practices are required accommodate the needs and learning styles of the student.
8. Communicates regularly with the parents to nurture a supportive and cooperative relationship between home and school.
9. Assists students who are physically challenges with movement to participate in activities or other physical needs, as necessary.
10. Establishes the schedule, role, responsibilities, and expectations for the paraprofessional assigned to assist the teacher.

11. Assists the professional staff through individual consultation and/or staff development sessions with understanding the needs of exceptional students and with strategies and approaches in dealing with problems in learning, behavior, or adjustment.
12. Submits lessons plans in the appropriate format to the principal as required and requested.
13. Meets and instructs assigned classes in the locations and at times designated.
14. Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of the students.
15. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
16. Encourages students to set and maintain appropriate standards of classroom behavior. Disciplines students in a fair and consistent manner, using school approved procedures. Seeks assistance from the parents and/or principal when needed.
17. Assists with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
18. Guides the learning process toward the achievement of curriculum goals and in harmony with established clear objectives for all lessons, units, and projects and to communicate these objectives to students.
19. Employs a variety of instructional techniques and instructional media consistent with the physical limitation of the location provided and the needs and capabilities of the students involved.
20. Arranges and sets up classrooms in a safe and effective manner.
21. Maintains inventory of equipment and recommends budget needs to the principal.
22. Establishes and maintains effective working relationships with students, parent, staff, and the community.
23. Demonstrates the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
24. Serves as a role model for students, dressing and grooming professionally. Demonstrates the importance and relevance of learning and accepting responsibility.
25. Attends required staff meetings and serves, as appropriate, on staff committees. Participates in curriculum and program development, and in the selection of materials and equipment to support instruction.
26. Performs duties professionally with awareness of all district requirements and Board of Education policies.
27. Documents student progress and behavior.
28. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
29. Adheres to and supports Board policy, school guidelines, administrative rules, and directives.
30. Maintains a high level of ethical behavior and confidentiality.
31. Meets District's standards for employee performance and attendance.
32. Performs other related duties that are within the scope of employment as assigned.

Evaluation:

Job performance is evaluated in accordance to district guidelines by the Elementary and/or High School Principal(s).

Date adopted: December 2014

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