



Smithton R-VI School District

505 South Myrtle, Smithton, MO 65350-1038
www.smithton.k12.mo.us Phone: 660-343-5316

Special Education Teacher

QUALIFICATIONS: Valid Missouri Teaching Certificate Positive interpersonal relationship skills Strong instructional background Knowledge of Special Education Process and State and Federal Regulations Teamwork skills

ADDITIONAL CONSIDERATIONS: Certification (or prepared to obtain) Special Education K-12, Cross-Categorical

ESSENTIAL JOB FUNCTIONS:

1. Adapts instructional material as necessary to meet the needs of all students, including aptitudes and interests.
2. Assesses student accomplishments on a daily basis, including formal and informal assessment.
3. Regularly communicates to parents the academic program of students. Increases the frequency of communication to those parents whose children are experiencing low academic success or a significant change in academic performance.
4. Completes quarterly reports on each student and maintains complete accurate attendance and grade reporting records.
5. Coordinates and creates interdisciplinary lessons and uses curriculum materials to meet a variety of teaching strategies and learning objectives.
6. Establishes a positive climate for learning. Provides equal educational opportunity for each child.
7. Participates in curriculum planning and development and actively considers and evaluates new educational programs and strategies.
8. Follows curriculum guides and teaches to accomplish learner outcomes established and approved by the school district.
9. Implements BOE policies of students' discipline, assists in investigation of attendance problems, investigates complaints about student conduct, and investigates student complaints and grievances.
10. Makes referrals to other professional staff personnel.

SPECIALIZED RESPONSIBILITIES:

1. Be responsible for developing, implementing, reviewing, and updating student IEP's.
2. Be responsible for conducting annual IEP conferences with parent and/or guardian and maintain adequate records of IEP progress.
3. Be a member of the district's multi-disciplinary team, with attendance at special services staffing.
4. Duties performed will include assisting in development of test plans, conducting evaluations and screeners, IEP development, and placement procedures.
5. Work with regular teachers to develop a special classroom schedule.
6. Supervise and coordinate all paraprofessional activities within the special classroom and give accurate input to director for evaluation purposes.
7. Perform other such tasks and assume other responsibilities from time to time as needed.

TERMS OF EMPLOYMENT: Salary and work calendar will be established annually by the Board of Education

EVALUATION: Performance of this position will be evaluated annually in accordance with Board Policy on evaluation of classified personnel.

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