

PINON UNIFIED SCHOOL DISTRICT NO. 4

JOB DESCRIPTION

POSITION/TITLE: Special Education Teacher

TERMS OF EMPLOYMENT: 10 Months
SALARY: As per District Salary Schedule
FLSA STATUS: Exempt
BENEFITS: Standard Package

QUALIFICATIONS:

1. Certified according to Arizona State Requirements in Special Education.
2. B.A. or B.S. in Special Education
3. Bilingual or ESL Endorsement required.
4. Must have proven successful employment record.

JOB GOAL: To provide each Special Education pupil with a program that will enable her/him to reach her/his best potential in order to function in life situations.

DUTIES AND RESPONSIBILITIES:

1. Contributes to the philosophy that each person is an individual and possesses various differences.
2. Helps to include special Education needs into the total school facility.
3. Keeps informed of legal requirements regarding Special Education.
4. Aids classroom teachers in identifying exceptional children and works with teachers to help meet the needs of the exceptional child in the classroom.
5. Is acquainted with and follows procedures for screening, referral, evaluation, placement, assignment and reappraisal of students referred for Special Education services.
6. Develops an Individual Education Plan for each pupil assigned.
7. Maintains current, accurate and complete Special Education records of all pupils assigned as required by law, district policy, and administrative regulations.
8. Maintains inventory of equipment/materials purchases for Special Education Program.
9. Consults with parents, regular classroom teachers, therapists, interpreter, psychologists, school nurse, and principal in conferences regarding each child referred to Special Education as needed.
10. Schedules pupils into Special Education program, or least restrictive programs, and encourages inclusion into regular classes when feasible.
11. Encourages good rapport with special education pupils, school personnel and peers.
12. Assumes responsibility for personal professional growth and development and keeps current with literature, research, and improved methods.
13. Guides the learning process toward the achievement of individual goals/objectives; establishes clear objectives for all lessons and units, and communicates objectives to students.
14. Strives to implement instructional goals and objectives.
15. Creates a classroom environment that is conducive to learning and appropriate to the needs, maturity and interest of the students.
16. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
17. Assists the administration in implementing all policies and rules governing student life and conduct; develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
18. Performs other duties as assigned.

REPORTS TO: Principal

EVALUATION: Performance will be evaluated in accordance with the Board's Policy and Evaluation of Professional Personnel.

Employee's Signature: _____

Date: _____