**PLUMMER-WORLEY JOINT SCHOOL DISTRICT NO. 44**

**Equal Opportunity Employer**

**Job Description**

**Job Title: Special Education Teacher**

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| **Reports to**:  | Building Principal, Special Education Director, Superintendent and Board of Trustees  |
| **Compensation**:  | Competitive and Commensurate with Experience and Education  |
| **Number of Days:**  | 190  |
| **Overtime Status**:  | Exempt  |
| **Date Job Revised**:  | August 9, 2016  |

**Position Summary**: To provide students with a daily and ongoing instructional program that will provide for them the best possible academic knowledge and skills. To promote academic, social, and citizenship development through leadership and classroom supervision.

**Essential Qualifications**

**Education**, **Specialized Knowledge, Licenses, Skills, etc**:

* Idaho teaching certificate endorsed for Standard Exceptional Child, Generalist K/12, Early Childhood/Early Childhood Special Education Blended Certificate as appropriate
* Strong background in teaching methods, developmentally appropriate classroom activities, and effective classroom management
* Strong background in behavior management, curriculum, and writing and implementing Individualized Education Plans
* Strong background in federal and state law, administrative rules, and Board policy pertaining to special education
* Ability to lift up to forty pounds and push and pull up to one hundred pounds
* Knowledge of the diverse needs of children with disabilities and appropriate special education classroom practices
* The ability to work with students with emotional, physical, and mental disabilities
* Ability to instruct students one-on-one and small group situations
* Demonstrated knowledge of subject matter and effective teaching methods
* Strong background in curriculum and the Idaho Core Standards
* Strong background in the integration of technology with instruction and in creating and completing required reports
* Ability to maintain a positive learning environment
* Work well with students, staff, and the public
* Excellent organizational skills
* Excellent interpersonal and communication skills
* Able to work under deadlines
* Maintain confidentiality of staff and students

**Experience**:

* Experience working successfully with a diverse group of students.
* Demonstrated ability to create a student-centered learning environment that encourages collaboration, innovation and creativity to support student achievement.

Ability to establish and maintain a cooperative relationship with all assigned students and maintain open lines of communication with parents/guardians.

* Experience which reflects the sensitivity and respect for others and verification of the demonstrated ability to serve as a positive role model for youth.

**Health**

* Good physical health. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, hear, stand, walk and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. The employee must be able to move quickly enough to provide for the safety and instructional needs of students. Must be physically active and interactive throughout the school day (i.e. be able to stand for extended periods of time, stoop, bend, do some lifting, push, pull, step and have good finger dexterity, etc). Must have emotional coping skills appropriate for the management of student behavior. Must tolerate environmental smells and substances commonly associated with children and educational institutions, as well as seasonal air conditions within the community.

**Duties and Responsibilities**:

# Instruction

* Prepare for assigned classes
* Design lessons with an appropriate level of difficulty which provide content in a logical and sequential manner using the board adopted curriculum for the assigned subject matter
* Employ a variety of instructional techniques and media, consistent with the physical limitations of the classroom and the needs and capabilities of the individuals or student groups involved
* Meet and instruct assigned classes in the locations and at the times designated
* Identify pupil needs and provide instruction appropriate to those needs
* Analyze and interpret student data to develop and modify instructional activities
* Follow modifications and accommodations as specified in Individual Education Plans (IEPs)
* Implement the Idaho Core Standards, as well as the district’s philosophy of education and instructional goals and objectives, in lesson plans, classroom instruction, unit planning, and assessments
* Devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts, and use them to evaluate student progress on a regular basis
* Prepare students academically for all district, state, and federal testing
* Display command of the subject matter
* Budget class time effectively

# Other Duties to Students

* Encourage students to strive to meet their highest potential
* Establish and communicate classroom rules and encourage students to set and maintain standards of classroom behavior. Manage behavior in ways that maximize learning and the development of good self esteem
* Maintain professional and ethical standards when dealing with students, parents, peers, and community
* Provide a positive environment in which students are encouraged to be actively engaged in the learning process
* Make provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms

Work to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students

* Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities Assist, where appropriate, in loading and unloading the special education pupil from transportation buses or vans

# Special Education-Specific Duties

* Provide instruction to classified pupils in accordance with each pupil's Individualized Education Program (IEP)
* Work cooperatively with regular education teaching staff to coordinate instructional activities and to monitor the progress of each pupil
* Provide support instruction in the regular classroom or the resource center as assigned
* Coordinate and cooperate with other members of the staff in the development of adaptations, modifications, accommodations, and instructional methods
* Provide home instruction to confined special education pupils as assigned
* Consult with members of the child study team regarding each pupil's educational program, academic program and personal growth
* Plan, coordinate, and lead the implementation of IEPs including modifications and accommodations
* Participate in the development of the District's plan for special education
* Evaluate student progress on a regular basis, as indicated on IEP’s, and as often as general education students are evaluated and informed of their progress
* Assist in the evaluation of students referred for special education services
* Maintain accurate, complete, and correct records in accordance with applicable federal and state law, (including IDEA, ADA, and 504), administrative rules, and Board policy
* Input data in a timely fashion

# Professional Contacts and Activities

* Attend and participate in faculty meetings
* Attend IEP meetings and collaborate with special education teachers as needed
* Keep immediate supervisor informed of activities and any issues that may arise
* Serve as class or club advisor with all appropriate duties, as assigned
* Cooperate with other members of the staff in planning instructional goals, curriculum, objectives, and methods
* Provide needed and requested information on a timely and effective basis

# Other

* Assist in upholding and enforcing school rules
* Maintain accurate and complete records as required by federal and state law, administrative rules, and Board policy
* Input data in a timely fashion
* Assume responsibility for his or her continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
* Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating, and communicating with other staff.
* Serve on student, planning, and advisory committees as assigned. Participate in school and system sponsored activities (i.e. parent groups, fund raisers, field trips, extra-curricular activities, etc.

Seek assistance should emergencies arise

* Know and follow school district policy and chain of command
* Protect the confidentiality rights of parents and children as required by law and district policy.
* Contribute to the successful operation of the total school and system program; and to appropriately represent the system and the profession to parents and community.
* Be punctual and consistent in attendance.
* Adhere to the Code of Ethics of the Idaho Teaching Profession, all policies and procedures of the district, and all state and federal law.
* Perform other duties within the district as provided by directives and policies from the building principal, superintendent, and Board of Trustees.

**Evaluation**

Performance of this position will be evaluated annually by the building principal and/or special education director in conformance with district policy and IDAPA 08.02.02.120.

**Terms of Employment**

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# ***Note***

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 331208(2), Idaho Code shall not be hired.*

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| Legal Reference:  | I.C. § 33-512  | Governance of Schools  |
|   | I.C. § 33-513  | Professional Personnel  |
|   | I.C. § 33-515  | Issuance of Renewable Contracts  |
|   | I.C. § 33-1201  | Certificate Required  |
|   | I.C. § 33-1210  | Information on Past Job Performance  |
|   | IDAPA 08.02.02.019  | Early Childhood/Early Childhood Special Education Blended Certificate  |
|   | IDAPA 08.02.02.028  | Exceptional Child Certificate  |
|   | IDAPA 08.02.02.120  | Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders  |