

Special Education Teacher

Qualifications: Bachelor's Degree, Master's Degree Preferred
Appropriate Maine Certification in the specific required area (282 or 286).

Reports to: Director of Instructional Support/ Building Principal

Supervises: Special Education Ed Techs

Job Goal: To provide instruction and/or facilitate the provision of a program for students with disabilities that will enable them to develop academic, behavioral, and functional skills.

PERFORMANCE RESPONSIBILITIES:

1. Provide specially designed instruction (as defined in the Maine Unified Special Education Regulations (MUSER) to students with disabilities.
2. Assist in screening and evaluating students referred for special education testing.
3. Comply with timeframes established in the Maine Unified Special Education Regulations.
4. Develop and implement instructional or therapeutic programs that provide individual academic, behavioral, or physical growth, including crisis intervention if necessary.
5. Serve as case manager and oversee students' Individual Education Plans (IEP).
6. Evaluate, document, and maintain appropriate documentation of student progress in academic, behavioral, and functional skills; and writes progress reports and supporting documentation to reflect student progress in meeting IEP goals.
7. Consult with regular education teachers on a regular basis regarding student education needs, accommodations and modifications.
8. Coordinates with assigned Special Education Ed Technicians to provide schedules, student plans, training and support based on educational tech level and student and program need.
9. Assists students and families to make realistic assessments of student abilities and to establish transition plans.
10. Communicates regularly with parents and other staff members regarding student progress.
11. Collaborate with related service providers to facilitate process for development of Individual Education Plans.
12. Maintain and update knowledge and skills through attendance at workshops and conferences and participation in appropriate educational and professional organizations.
13. Performs such other duties as may be reasonably assigned by the Principal and/or Director of Instructional Support.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality related to all aspects of student performance and written or oral records.
2. Demonstrates a respect for the legal and human rights of student.
3. Meets and follows all laws and regulations at both the state and federal levels
4. Follows health and safety procedures established by the district
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards
7. Follows the chain of command (for example begin with direct supervisor first) for to address any concerns.
8. Observes all RSU No. 5 policies and related school procedures

ESSENTIAL JOB FUNCTIONS:

1. Reads with comprehension, write and calculate accurately.
2. Reasons and understands policies, procedures, and related job information.
3. Follows to completion verbal or demonstrated instructions.
4. Speaks clearly and communicates effectively.
5. Completes with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Completes with accuracy eye-hand coordinated tasks.
7. Sustains and completes with accuracy assigned seated clerical tasks.
8. Concentrates on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

Terms of Employment: In accordance with the negotiated Collective Bargaining Agreement.

Evaluation: Performance will be evaluated in accordance with School Board policy.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature: _____ **Date:** _____

Original to Personnel File
File Copy to Employee
Adopted: 1/6/2017

