



JOB DESCRIPTION

TITLE: Special Education Teacher - Level 1

CONTRACT: 10 Month Employee

REPORTS TO: Director of Special Education and Building Principal(s)

LOCATION/DEPARTMENT: Dix Street Elementary and Alamo Elementary

POSITION SUMMARY: All employees of the Otsego Public Schools, including Special Education Teachers, are expected to display a positive, caring, nurturing attitude and a genuine desire to assist all students and staff when necessary to maintain a safe and orderly environment.

Special Education Teachers develop and provide specialized instruction to meet the unique needs of students with disabilities, evaluate and assess student progress against instructional objectives, and manage IEP for assigned students.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION: Valid Michigan Teacher Certificate, with Special Education endorsement

EXPERIENCE: Some teaching experience strongly preferred; strong desire to teach elementary students

CERTIFICATES, LICENSES, OR REGISTRATIONS: see Education

DUTIES AND RESPONSIBILITIES

- Provide research-based specialized instruction to address the instructional goals and objectives contained within each student's IEP.
- Assess student progress and determine the need for additional reinforcement or adjustments to instructional techniques.
- Employ various teaching techniques, methods and principles of learning to enable students to meet their IEP goals.
- Develop and implement annual Individualized Educational Program (IEP) plans for students to include: present levels of educational performance, special education needs, instructional goals and objectives, and the special education and related services required to meet those goals.
- Schedule team meetings and work cooperatively with child study team members and others in developing instructional goals and strategies.
- Coordinate the delivery of special education services in each student's IEP.
- Create a positive learning experience with emphasis in individualized instruction using research based instruction and programs.
- Serve as primary contact for the parent.
- Support the special education evaluation and reevaluation process.
- Provide direction, supervision and evaluation of classroom paraprofessionals, as needed.
- Comply with Board policies and all state/federal rules and regulations.
- Complete all district and state reporting requirements.
- Establish and maintain student control and discipline in the classroom, school premises or during school

activities.

- Employ and implement a classroom structure and consistency to encourage student responsibility, cooperation and mutual respect consistent with district policies and procedures.
- Collaborate and consult with educational professionals and community service providers (i.e., social services, public health, medical providers etc.) regarding the needs of students.
- Provide consultation to classroom teachers regarding classroom adaptations, instructional modifications, adaptive equipment, behavior modification plans and other similar instructional interventions to meet the needs of students with disabilities.
- Other duties as assigned by the Building Principal and/or Director of Special Education.

From time to time, in emergency situations, it becomes necessary for all adults, including Special Education Teachers, to assist in supervising groups of students and attending to the physical needs of students.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

PHYSICAL REQUIREMENTS: Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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, stand, walk, with occasional stooping, bending, and reaching. Close vision is required to perform computer related tasks. The employee must have the ability to lift and/or move up to 60 pounds and attend to the personal care of students.

Work Environment: The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT: 10 month employee, within the Otsego Education Association

FLSA Status: Exempt

Salary and Benefits Information:

- Salary and Benefits: Per the Otsego Education Association contract