

Inter-Lakes School District

Job Description



Title: Special Education Teacher	Date: July 1, 2023
Classification: Inter-Lakes Education Association	Terms of Employment: Reference ILEA Agreement
Reports To: Building Principal; Director of Student Services	Supervises: Paraeducators, Assigned Volunteers

QUALIFICATIONS:

1. Bachelor's degree or higher;
2. Must hold a New Hampshire Educator License as a Special Education Teacher or Early Childhood Special Education Teacher (for PreK) or, if applicable, a Statement of Eligibility with an approved Site-Based Licensing Plan on file with the Department of Education within 30 days from your date of hire.

JOB OBJECTIVE:

Develops and provides specialized instruction to meet the needs of learners, evaluates and assesses learner progress against instructional objectives and functions as IEP Case Manager to assigned learners. Regular collaboration and coordination with classroom teachers and other disciplines and services within the school setting is necessary in order to provide appropriate best practices.

ESSENTIAL JOB FUNCTIONS*:

- Creates accurate and complete learner records, reports and paperwork as required by District, State and Federal mandates.
- Forms safe, secure, learner-centered learning environments.
- Creates clear communication of expectations for academic and behavior achievement.
- Creates developmentally appropriate lesson materials to support learner success.
- Builds and maintains rapport with learners, parents, colleagues and administrators acting with integrity, fairness and in an ethical manner.
- Creates written, quarterly (or as appropriate by IEP but no less than as often as regular notification of learner academic performance) progress reports on all assigned learners and provides copies to parents/guardians.
- Facilitates implementation of IEPs with regular education instructors.
- Collaborates regularly with evaluators, service providers, classroom teachers, parents, administration and Local Educational Agents to create appropriate IEPs.
- Collaborates with parents/guardians regarding student progress at IEP meetings and at other times as requested by parents/guardians or team.
- Collaborates with behavioral supports to develop effective intervention plans.
- Facilitates meetings as appropriate to meet Individuals with Disabilities Education Act requirements and support student achievement.
- Responds to families, supervisor and other team members in a timely manner.
- Reports incidents promptly to maintain student, staff and school safety to adhere to District, State and Federal mandates.
- Facilitates in staff meetings, District professional development and Professional Learning Communities as appropriate.
- Completes paperwork and reports within mandated timelines (i.e. evaluations, IEPs, progress reports).
- Manages data for progress monitoring, using a variety of resources and data tools.
- Manages student behavioral needs to maintain safe, productive learning environments.
- Maintains safe work/educational spaces, integrate training provided by District in appropriate de-escalation technique.
- Participates in and implements professional development as mandated by District and State licensure to maintain educator license.

- Follows District policies and procedures, applicable State and Federal laws to ensure compliance and professionalism.
- Manages daily assignments for paraeducators, if applicable in specialized programs.
- Provides consistent feedback and direction/guidance to assigned paraeducators.
- Supports the paraeducator evaluation process by providing input to the evaluating supervisor.
- Adheres to the New Hampshire Department of Education Code of Ethics and Code of Conduct.
- Performs other related duties as assigned by the Building Principal and/or Director of Student Services.

SKILLS

- Possess a genuine desire to work with all learners.
- Possess strong interpersonal skills.
- Excellent listening, written and oral communication skills.
- Knowledge of and interest in early intervention, growth and development; Autism Spectrum Disorders, Intellectual Disability, Learning Disabilities, Developmental Delays, Vocational and other developmental, mental health and educational differences.
- Ability to integrate technology including New Hampshire Special Education Information System (online Individualized Education Program (IEP) used by New Hampshire), Google Platform and Chromebooks.
- Ability to interact with a variety of individuals and stakeholders including administrator, parents, students, teachers, paraeducators, service providers and community members.
- Possess exceptional time management and problem solving skills.
- Must be organized, flexible and creative.

WORKING CONDITIONS:

- Physical demands include: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching and significant fine finger dexterity.
- Extended periods of sitting and/or standing may be required.
- This position is subject to work that requires strict adherence to deadlines.
- Normal school environment.
- Minimal travel required.

OTHER:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and actives may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

***External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**