

## Thompson Falls School District Position Description

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Position Title: Special Education Teacher Teacher

Reports to: Principal

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**Summary:** Responsible for planning instruction and/or adaption of the education program to enable students to benefit from educational experiences.

**Essential Duties and Responsibilities:** *Other duties may be assigned.*

- Plans curriculum, lessons, and special education programs and teaching methods.
- Participates in or coordinates student teams (IEP, CST, etc.) as necessary.
- Observes timelines for referrals, evaluations, placement, annual review, and three year re-evaluations in compliance with state and federal law.
- Identifies students requiring special services, using appropriate assessment procedures.
- Interprets behavioral information for staff and parents as appropriate.
- Provides assistance to classroom teachers in the selection of appropriate instructional methods and materials for identified students.
- Provides direct instruction to students, as appropriate.
- Monitors behavioral management programs of select students as assigned.
- Maintains necessary parent communications, including scheduling of parent conferences, according to program guidelines.
- Monitors student progress and keeps Principal aware of progress and program success.
- Maintains all appropriate records.
- Maintains confidentiality at all times.
- Prepares report cards, educational records, IEP forms, classroom observation records, and other forms.
- Administers testing evaluations.

**Supervisory Responsibilities:** Supervise students.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of their knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:** Bachelor of Arts degree.

**Certificates, Licences, Registration:** Valid teaching certificate with one or more special education endorsements.

**Language Skills:** Ability to read, analyze, and interpret general school district forms, policies, procedures and paperwork. Ability to write correspondence, letters and assignments. Ability to effectively present information and respond to questions from students, staff, parents and the

general public.

**Other Skills and Abilities:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

*PHYSICAL DEMANDS: They physical demands described her 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.*

The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well being and work output of the students.