

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Certified Personnel: Selection

Section Title: Statement of Guiding Principles - Job Descriptions

Sub-Section No. 400b

TITLE: SPECIAL EDUCATION TEACHER
QUALIFICATIONS: Idaho Teaching Certificate
REPORTS TO: Building Principal and Director of Special Education
SUPERVISES: Paraprofessionals
JOB GOAL: To assess and identify handicapped students and to provide individualized instruction in order to meet the specific needs of the students.

JOB RELATED FUNCTIONS:

Directed activities shall include but not be limited to the following:

1. Administer, score and interpret individualized tests and other comprehensive assessments.
2. Participate in building multi-disciplinary team (MDT) meetings and/or staffings to identify students needing further assessment and to determine eligibility for special services.
3. Observe student performance in the regular classroom environment.
4. Schedule and coordinate Individualized Education Program (IEP) team meetings.
5. Develop and implement IEPs within required state and federal timelines using district forms and processes.
6. Collaborate with other team members involved with individual students.
7. Write goals and specific objectives for each student based on individual needs.
8. Provide appropriate instructional methods and materials.
9. Evaluate student progress and performance based on IEP goals and objectives through assessment and data collection.
10. Report student progress to parents and professional staff on a regular basis.
11. Assist the general education teacher by planning alternative educational strategies, techniques and activities to meet the student's individual needs in the classroom.
12. Maintain accurate and complete records for each student.
13. Establish and maintain standards of student behavior in a fair and just manner to achieve a positive and functional classroom atmosphere.
14. Implement positive behavioral support systems when appropriate.
15. Provide appropriate paraprofessional training based on student and program needs.
16. Possess knowledge of local, state and federal regulations regarding students with disabilities and the Individuals with Disabilities Education Act (IDEA).
17. Follow due process requirements as outlined by local, state and federal guidelines.
18. Strive to improve professional competence.
19. Participate in faculty meetings.
20. Assist in supervising out-of-classroom activities.
21. Complete the Technology Competency Requirement.
22. Support and work toward the achievement of district goals, school improvement goals and special education department goals.
23. Be familiar with and adhere to Post Falls School District policies.
24. Perform other duties that may be assigned by the supervisor.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Trustees.

EVALUATION:

Performance of this job will be evaluated annually by the immediate supervisor.

Amended: 4/14/97, 5/14/01

Reviewed 2011, 2001, 2021