

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 THERAPEUTIC CLASSROOM TEACHER

QUALIFICATIONS: Idaho Teaching Certificate

SUPERVISES: Paraprofessionals

JOB GOAL: To assess and identify students with disabilities and to provide individualized instruction in order to meet the specific needs of the students.

REPORTS TO: Building Principal

JOB SUMMARY: Provide instruction in a safe and conducive learning environment; provide student discipline and supervise students; evaluate student performance and process; collaborate with staff to coordinate development and implementation of best practices within the classroom.

MAJOR DUTIES AND RESPONSIBILITIES

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. Coordinate inclusion opportunities for students in the general education environment as appropriate.
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. Maintain accurate and complete records for each student.
12. Implement positive behavioral support systems when appropriate.
13. Provide appropriate paraprofessional training based on student and program needs.
14. Coordinate paraprofessional staff meetings as needed.
15. Possess knowledge of local, state and federal regulations regarding students with disabilities and the Individuals with Disabilities Education Act (IDEA).
16. Follow due process requirements as outlined by local, state and federal guidelines.
17. Strive to improve professional competence.
18. Participate in faculty meetings.
19. Assist in supervising out-of-classroom activities.
20. Support and work toward the achievement of district goals, school improvement goals and special education department goals.
21. Be familiar with and adhere to Post Falls School District policies.
22. Perform other duties assigned by the supervisor.

EVALUATION

Performance of this position will be evaluated annually by the building principal in conformance with Board policy.

TERMS OF EMPLOYMENT

By contract as determined by the Board of Trustees in accordance with federal and state law; administrative rules, including IDAPA 08.02.02.120; and Board policy.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1210	Information on Past Job Performance
	I.C. § 54-3201 et seq.	Social Work Licensing Act
	IDAPA 02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders
	IDAPA 08.02.02.27	Pupil Personnel Services Certificate
	IDAPA 24.4.01.450	Statement of Public Policy and Code of Professional Conduct

Adopted: 6/13/22

Amended: 7/8/24