

5. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.
6. Participate in ARD Committee meetings on a regular basis.
7. Participate in selection of books, equipment, and other instructional media.

Student Growth and Development

8. Conduct ongoing assessments of student achievement through formal and informal testing.
9. Provide or supervise personal care, medical care, and feeding of students as stated in IEP.
10. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by campus principal.
11. Consult district and outside resource people regarding education, social, medical, and personal needs of students.

Classroom Management and Organization

12. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
13. Manage student behavior and administer discipline including intervening in crisis situations and physically restraining students as necessary according to IEP.
14. Consult with classroom teachers regarding management of student behavior according to IEP.
15. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
16. Plan and assign the work of teacher aide(s) and volunteer(s) and oversee completion.

Other

17. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
18. Maintain professional relationships with parents, students, and colleagues.
19. Participate in staff development activities to improve job-related skills.
20. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
21. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
22. Attend and participate in faculty meetings and serve on staff committees as required.

23. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Direct the work of instructional aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals, and other instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist nonambulatory students, and lift and move adaptive and other classroom equipment; may work prolonged or irregular hours

Environment: Exposure to biological hazards

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.