



JOB DESCRIPTION

Job Title	Special Education Teacher
Department	Student Services
Reports To	Building Principal
Classification	Certified
Location	Elementary and Secondary Schools
Salary	On Schedule
Length of Contract	189 days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The teacher is responsible for providing support to general educators, modifications, and direct instruction to the district’s special education students. The teacher is expected to provide adopted educational programming as prescribed in the Individual Education Plan (IEP). This entails execution of the district’s instructional programs and IEP-IPs that are developed to meet the needs of the individual students. Teachers are expected to perform these tasks as directed by their immediate supervisor. It is expected that work direction will be provided for by the supervisor and teacher’s performance will comply with School Board policies, contractual obligations, administrative rules and regulations, and district procedures and practices.

Essential Job Functions

- Responsible for understanding the educational philosophy of the District and for carrying out the policies of the Board of Education.
- Directs and evaluates the learning experience of the student in classroom and assigned co-curricular activities.
- Provides guidance which will promote the welfare and educational development of the student.
- Uses effective teaching techniques that will foster optimal student learning.
- Plans and delivers instruction based on the curriculum adopted by the school district and needs of the individual student including modifications, adaptations, etc.
- Plans a variety of instructional activities to meet the individual needs, interests, and abilities of students, preferably in inclusionary settings.
- Establishes and maintains an inclusionary/resource classroom environment that is orderly and conducive to optimal learning.
- Participates as an evaluator in the special education referral and assessment process when called upon.
- Insures that students with disabilities are assisted in the necessary remediation of health, attitude, and learning concerns by providing appropriate instruction and working cooperatively with general classroom staff.

- Maintains a positive relationship with students, staff, and parents that will promote effective communication.
- Assesses the accomplishments of students on a regular basis and provides formal and informal feedback regarding student progress to student, parent, and school officials.
- Participates in district curriculum development which includes district and building articulation activities.
- Attends and participates in faculty meetings, appropriate in-service programs, and other professional growth activities as prescribed by the administration.
- Provides for the care and protection of school property.
- Assists in budgeting for supplies needed in the instructional program.
- Provides appropriate work direction to assigned support staff.
- Works cooperatively with staff within student services department, e.g., psychologists, social workers, speech clinicians, OT, PT, special developed physical education, counselor, nurse, and with outside social agencies.
- Assists in the identification, selection, modification, and evaluation of instructional materials.
- Maintains knowledge in the current trends and research in the specific curricular areas taught.
- Works collaboratively with other staff to provide appropriate instruction and support.
- Performs other duties as prescribed by the building principal and other administrators.

Ancillary Job Functions

- Attends staff collaboration meetings and performs administrative tasks as needed.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor's degree.
- Possession or eligibility for a Wisconsin Department of Public Instruction in Special Education for the appropriate content area and grade level.
- NCI certified or must obtain certification as soon as practical after hire.
- Certification of a completed, approved Act 20 reading training or commitment to complete a training within one year of hire for educators who teach or provide instructional support for reading/language arts to students in 5K to grade 3

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Bachelor's degree in special education.
- Master's degree in special education.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent communication skills and ability to interact effectively.
- Ability to work effectively with others.

- Knowledge of developmental stages.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality.
- Ability to be flexible and problem solve.
- Strong background in behavior management.
- Ability to provide engaging instruction to students with varying needs.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom environment and moderate noise levels.
- May occasionally be exposed to potentially hazardous bodily fluids.

Physical Requirements – The physical demands described below 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 essential functions.

- Frequently required to talk and hear.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to reach and stoop/kneel/crouch.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.