Duties and Responsibilities of Teachers in Special Day Class and Centers/Schools, Special Education

The Special Day Class and Center/School teachers are responsible to the Special Education Administrator for Special Day Classes and Centers for the interpretation of the MDUSD Special Education Program. Evaluation of these teachers will be the responsibility of the site administrator.

The duties and responsibilities of teachers in Special Day Classes and Centers/Schools are as follows:

1. to interpret and implement the student's Individualized Educational Program (IEP).
2. to maintain a classroom environment conducive to the attainment of individual students' IEP's.
3. to report promptly to the site administrator or his/her designee any serious illness or accident affecting Special Class students.
4. to report promptly to the site administrator or his/her designee any job-related factors which prevent the full exercise of duties and responsibilities.
5. to maintain current records of students in Special Day Classes and Centers/Schools, as specified by the MDUSD Special Education Program.
6. to direct the Special Education Instructional Aide in completing assigned tasks.
7. to serve as a member of the IEP Team when planning involves students whose IEP's are the responsibility of the Special Day Class teacher.
8. to participate in completing an annual IEP review for each student in his/her class.
9. to communicate with parents in the implementation of the IEP for students in Special Day Classes, Centers, or Schools.
10. to maintain conditions and practices in the classroom which positively affect the physical and mental health of the students.
11. to emphasize appropriate vocational preparation.
12. to be knowledgeable about current educational practices and curriculum trends in Special Education so as to be in a position to participate in policy-making processes and curriculum revision.
13. to provide and maintain for substitute teachers adequate lesson plans and instructions.

14. to attend job-related meetings and activities specified by the school principal or the appropriate Special Education Administrator, as schedule permits.

15. to perform those job-related non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Board of Education.