



Teacher - Special Education for Virtual School

Purpose Statement

The job of Teacher - Special Education for Virtual School is done for the purpose/s of providing individualized instruction and support to students with disabilities; developing and implementing Individualized Education Programs (IEPs); collaborating with staff and families; and ensuring students have access to the general education curriculum in the least restrictive environment while promoting academic, behavioral, and social-emotional growth.

Essential Functions

- Administers developmental testing programs, district assessments and/or state tests, etc. for the purpose of assessing student competency levels and/or developing individual education plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; documenting student achievements; developing methods for improvement and/or reinforcing classroom goals.
- Assesses student progress using a variety of formal and informal measures for the purpose of monitoring growth, informing instruction, and updating IEP goals.
- Collaborates with general education teachers and support staff for the purpose of adapting curriculum, modifying instruction, and supporting student success.
- Collaborates with professional learning community, instructional staff, other school personnel, parents, business partners, and a variety of community resources (e.g. OT, PT, SLP, etc.) for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Counsels students for the purpose of improving performance, and developing problem solving techniques.
- Demonstrates methods required to perform online classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student requirements.
- Differentiates classroom work for the purpose of providing students with instructional strategies that address individualized learning styles.
- Instructs students for the purpose of improving their success in academic, interpersonal, and daily living skills.
- Interacts with students virtually (e.g. web conferencing, emails, SeeSaw, Canvas, etc.) for the purpose of educating them.
- Maintains a variety of confidential and non-confidential manual and electronic files and records (e.g. IEPs, SEAS, etc.) for the purpose of providing up- to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Manages student behavior using evidence-based strategies and individualized behavior intervention plans (BIPs) for the purpose of creating a safe and productive learning environment.
- Monitors students in a variety of educational environments (e.g. discussion boards, video conferencing, etc.) for the purpose of providing a safe and positive online learning environment.
- Participates in a variety of meetings (e.g. SAP, IEP, PLC, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. IEPs, grades, testing schedules, lesson plans, attendance, appropriate behavior plans, daily behavior charts, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to education code

and school policies.

- Responds to inquiries from a variety of sources (e.g. other teachers, students, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age-appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administering assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; demonstrating methods required to perform online classroom; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, 40% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: Bachelor's degree in job related area.

Required Testing

None Specified

Certificates and Licenses

Missouri State Teaching Certificate

Continuing Educ./Training

Units of Continuing Education

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

04/16/2026

Pay Grade

See Certificated
Salary Schedule

Revised Date