



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Special Education Teacher
Department / Location:	School Building
Reports to:	Building Principal and Director of Student Services
Employees Supervised:	None
Classification:	School Year
FLSA Status:	Exempt
Created / Revised:	June 2026
Board Approved:	August 11, 2026

Position Summary

Under the direction of the Building Principal and Director of Student Services, the Special Education Teacher designs, implements and monitors specialized instruction and support services to meet the unique needs of students with disabilities, evaluates and assesses student progress against instructional objectives, and functions as IEP Case Manager to assigned students.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Develop and deliver specialized instruction to students with disabilities.
2. Provide evidence-based specialized instruction to address the goals and objectives contained within each student's Individualized Education Program (IEP).
3. Assess and monitor student progress.
4. Deliver instruction through various models, including small group instruction, Co-Teaching, Co-Serving, and individualized instruction to support student's rightful presence in the general education setting.
5. Function as Case Manager, coordinating the instruction and related services to assigned students.
6. Develop and implement annual IEPs for students that adhere to procedural requirements, including due process timelines.

7. Coordinate the delivery of special education services in each student's IEP.
8. Schedule IEP team meetings and support the development of schedules for special education assistants (SEAs).
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10. Provide instructional direction to special education assistants, assigning activities and providing guidance and instructional oversight.
11. Collaborate and consult with educational professionals and community service providers (i.e., social services, public health, medical providers, etc.) regarding the needs of students.
12. Maintain open and professional communication with parents/guardians regarding student progress, behavioral concerns and transition planning.
Provide consultation to classroom teachers regarding classroom adaptations, instructional modifications, adaptive equipment, behavior intervention plans and other similar instructional interventions in order to ensure students with disabilities can access and benefit from universal instruction.
13. Continue to maintain and improve professional competence.
14. Maintain appropriate certifications and training hours as required.
15. Comply with applicable district, state, local and federal laws, rules and regulations.
16. Attend work regularly.
17. Perform other duties as assigned.

Additional Job Functions

1. Attend staff meetings.
2. Maintain knowledge of software and equipment used to perform duties, such as student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

Knowledge, Skills and Abilities

1. Knowledge of the Individuals with Disabilities Education Act (IDEA) and local special education laws and procedures.
2. Knowledge of and ability to comply with best practices in providing instruction and support to students with disabilities.
3. Ability to collect and report data required by state and federal agencies.
4. Knowledge of teaching principles, practices, techniques and approaches.
5. Knowledge of current trends, theories and technologies pertaining to learning and instruction.
6. Knowledge of assessment procedures and techniques, test construction and evaluation methods.
7. Knowledge of instructional strategies, techniques and interventions related to job assignment.
8. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
9. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.
10. Excellent verbal and written communication skills.

Working Conditions

1. Classroom/school environment.

Physical Requirements

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
5. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
6. Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
7. Must be able to review written materials in print and electronic formats.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

Education and Experience

1. Experience in teaching Special Education preferred.
2. Experience working with diverse learners and supporting trauma-informed, culturally responsive and inclusive best practices preferred.
3. Experience writing IEPs, conducting meetings, and case management preferred.

Licenses and Certifications

1. Valid Wisconsin Department of Public Instruction Teaching license in assigned area(s) of Special Education, or eligibility to obtain appropriate license(s) upon hire required.
2. Nonviolent Crisis Intervention training, or ability to obtain training upon hire required.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.