

OLEAN CITY SCHOOL DISTRICT
410 West Sullivan Street • Olean, New York 14760
<http://www.oleanschools.org>
(716) 375-8032 (HR Office)
(716) 375-8916 (HR Fax)



JOB DESCRIPTION

SPECIAL EDUCATION TEACHER

QUALIFICATIONS:

1. As set by New York State
2. Additional qualifications as determined by the Board of Education

RESPONSIBLE TO: Director of Special Education and Building Principal

JOB GOAL: To be committed to helping students achieve commencement level education with a primary emphasis on learning experiences which address the NYS Learning Standards and applicable curriculum.

GENERAL RESPONSIBILITIES:

- A. To meet and instruct assigned classes in the locations and at the times designated.
- B. To develop and maintain a classroom environment conducive to effective learning within the limits of the resources provided by the school district.
- C. To prepare for classes assigned and show written evidence of preparation upon request of supervisor.
- D. To encourage students to set and maintain standards of classroom behavior.
- E. To employ a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- F. To take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- G. To evaluate student progress on a regular basis.
- H. To maintain accurate, complete, and correct records as required by law, District policy and administrative regulation.
- I. To assist in upholding and enforcing school rules, administrative regulations and Board of Education policy.
- J. To maintain confidentiality.
- K. To make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do



so under reasonable terms.

- L. To cooperate with other members of the staff in planning instructional goals, objectives and methods.
- M. To assist in the selection of books, equipment and other instructional materials.
- N. To work to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
- O. To work collaboratively with related service providers and general education when appropriate, to ensure the student's IEP goals and objectives are being met throughout the school day.
- P. To establish and maintain cooperative relations with others.
- Q. To adapt teaching methods and instructional materials to meet students' varying needs and interests.
- R. To establish clear objectives for all lessons, units, and projects, and communicate to these objectives to students.
- S. To confer with parents or guardians, other school personnel, counselors, and administrators in order to resolve students' behavioral and academic problems.
- T. To use computers, audiovisual aids, and other equipment and materials to supplement presentations.
- U. To properly manage and inventory classroom equipment, materials and supplies.
- V. To manage and assist teacher aides and volunteers.
- W. To attend CSE and 504 committees as necessary.

TERMS OF EMPLOYMENT: 10-month position; salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

