

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Teacher – Special Education Learning Specialist

Schedule / Grade: Special Education Teacher Salary Schedule

Job Code: xxTEACH076

FLSA: Exempt

Calendar: TEACH

Benefits: Eligible (Retirees not Benefit Eligible)

Contract Type: TEACH

Bargaining Unit: TCHR-NEA

Revised Date: 10/01/2026

PURPOSE

Design and implement instruction for students with identified educational disabilities. This position requires excellent organization and communication skills as the specialist will need to manage a number of time sensitive tasks as well as collaborate with a variety of professionals including paraprofessionals, service providers, and general educators.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Meets and instructs assigned classes in the locations and at the times designated both individually and collaboratively.
- Plans and implements a program of study that, as much as possible, meets the individual needs, interests and abilities of all students using data-driven decision-making.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of all students.
- Prepares for assigned classes and shows written evidence of preparation upon request of immediate supervisor.
- Encourages students to set and maintain standards of classroom behavior.
- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes and communicates clear objectives to students for all lessons and units.
- Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of individuals or student groups involved.

- Collaborate with administrators, colleagues and parents in a positive and productive manner.
- Strives to implement by instruction and action, the District's philosophy of education and instructional goals and objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Evaluates the learning problems of students on a regular basis, seeking assistance of District specialists as needed and/or required.
- Take necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Maintains accurate and complete records as required by law, District policy, and Administrative regulation.
- Assists the administration in implementing all policies and/or rules governing student life and conduct and develops reasonable rules of classroom behavior and procedure while maintaining order in the classroom in a fair and appropriate manner.
- Make provisions 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.
- Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s) where applicable.
- Strives to maintain and improve professional competence.
- Attend staff meetings and serve on staff committees as needed.

Performs other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>.

REPORTING RELATIONSHIPS

Reports To: Director of Special Services and Building Principal

Supervises: None

QUALIFICATIONS

Minimum: Bachelor's degree; Missouri teacher certificate in special education

Ideal candidate will have a professional and friendly demeanor with a demonstrated ability to work well with a variety of individuals in a fast-paced environment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance; Read, analyze, and implement curriculum and assessment data to plan instruction; Complete forms, write reports and engage in written correspondence with parents; Present information effectively and respond to questions; Write clear and complete lesson plans. These are essential functions of the job.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction; Apply concepts such as fractions, percentages, ratios and proportions to practical situations. These are essential functions of the job.

Reasoning: Solve a variety of problems in many different situations; Interpret instructions presented in written, oral, diagram or schedule form; Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students; Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement. These are essential functions of the job.

Other Skills and Abilities: Identify needs and abilities of individual students and adapt instructional methods accordingly; Establish and maintain effective relationships with students, peers and parents; Perform multiple tasks simultaneously. These are essential functions of the job.

Technology: Integrate technology into daily instruction; present information to students using a variety of media; Access and present information from online sources in a manner that enhances instruction; lead and monitor students as they perform online research; Instruct in buildings/classes where students are actively using 1-to-1 technology such as laptop computers, iPads, and other devices; Lead students in creating and presenting multi-media projects when such assignments enhance student learning; Use district software for recording grades and finding student information; Readily utilize smart boards, projectors and other instructional technology provided by the district; Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical Demands: An individual who holds this position must have the ability to: Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously; Move around the classroom to interact with and manage students/groups of students; Read handwritten or printed material. These are essential functions of the job.

Attendance: Consistent and regular attendance is an essential function of this position.

Conditions and Environment: The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation. These are essential functions of the job.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer