Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Special Education Teacher

Reports To: Principal; Director of Student Support Services

Supervises: Paraprofessionals

Qualifications: Bachelor's Degree

- NH Certification in General Special Education and/or one of the following:
- High Qualified status or equivalent

Physical Demands: NA

Background Check: Candidate will need to successfully pass a background investigation to include fingerprint and criminal history evaluation.

General Duties & Responsibilities: The Special Education Teacher will perform the duties required by NH RSA186-C and which are a direct result of a student's needs for a Individualized Education Plan. The Special Education Teacher will work collaboratively with subject area teachers to assist students in learning appropriate curriculum and skills**.**

- To complete a comprehensive diagnostic assessment through formal and informal evaluation of those students who have been identified as having a possible educational disability.
- To serve on a multidisciplinary team for the identification of a student with a suspected educational disability.
- To collaborate with the student's parents and teachers in planning, writing, and monitoring the student's Individual Education Plan.
- To be an active participant in the special education process, including completion of all pertinent forms as required by NH RSA 186-C and the New Hampshire Rules for the Education of Children With Disabilities, and attend all meetings.
- To collaborate with classroom teachers by providing consultation, materials, program development, or program modifications for identified students as needed to fulfill the goals and objectives of the Individual Education Plan.
- Implements accommodations and modifications as listed on Individual Education Plan (IEP), 504 plans, and developed at CHAT meetings.

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

- Understands how students learn and develop and provides opportunities that support their cognitive, linguistic, creative, social, moral, emotional, and physical development.

- To collaborate with classroom teachers to guide the learning process toward the achievement of curriculum goals.

- Plans lessons that employ a variety of instructional techniques that, when implemented, meet the specialized needs and capabilities of the individuals or student groups involved.

- Maintains maximum supervision of assigned students at all times and encourages students to set and maintain standards of classroom behavior.

- Participates in various meetings (e.g. parent conferences, in-service training, faculty meetings) for the purpose of receiving and/or providing information and/or meeting credential requirements.

- To assess the progress of students using a variety of progress monitoring instruments on a regular basis.

- To employ a variety of specialized instructional techniques, technology, and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.

- To provide the immediate supervisor with a schedule of students serviced and to keep thorough ongoing records for the individual students.

- To maintain accurate, complete, and current records as required by law, district policies, and administrative procedures.

- To assist in the development of the annual budget for special education and to requisition needed supplies for servicing students.

- To supervise paraprofessionals, if necessary, at least once a week, to include: monitoring of the student's progress and behavior, consultation and planning weekly, and reporting to the immediate supervisor important data and appropriate information.

- To develop an appropriate plan of professional development.

- Follows District policies, procedures, goals, and approved curriculum for content areas.

This job description is not intended to be all inclusive, and employees will also perform other tasks and assume other responsibilities as assigned by supervisor(s).

Necessary Knowledge, Skills and Abilities:

- Knowledge of child and adolescent development

- Knowledge of testing instruments and their application to the academic setting

- Knowledge of research based instructional interventions

- Ability to collaborate with professionals, parents, and community
- Awareness of NH Rules and Regulations for Special Education

Evaluation: Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as defined. Performance will be reviewed by Administrators in cooperation with the Superintendent and in accordance with School Board policy and the School District Professional Educator Evaluation Plan.