

Special Education Teacher—Job Description

Experience working with students with disabilities in a school setting; ability to co-teach by working side-by-side with a content area teacher to provide instruction and supports to students, and ability to work in a variety of inclusionary and pull-out program settings.

Knowledge of IDEA, current state special education rules and regulations, and compliance issues relative to programming, assessment and procedural safeguards for students with disabilities.

Must be able to write and implement compliant IEP's and facilitate IEP meetings. Generate Prior Written Notices for every IEP meeting. Generate appropriate progress reports every nine weeks.

Ensure that your case managed IEPs are implemented with fidelity. Make sure ALL teachers working with eligible students understand, sign that they have reviewed IEPs, and implement all needed modifications and adaptations for each eligible student in their classes.

Organize and maintain compliant special education files of all students on your case load. Review files on your caseload regularly. Maintain confidentiality of all student records.

Conduct progress monitoring related to all IEP goals/objectives and place a copy in the student's special education file. **KNOW YOUR STUDENTS' SKILL DEVELOPMENT AND USE DATA TO ADJUST YOUR TEACHING AND DRIVE DECISIONS!**

Use Paperclip component in EasyIEP to attach **ALL** IEP related documents to EasyIEP (within 5 school days of each meeting).

Develop and maintain a positive rapport communicating regularly with teachers, students, parents/guardians on student progress. Document all communications in Easy IEP contacts.

Complete and submit **ALL** needed forms on time.

Understand the Job Expectations of Para-professionals and your responsibility in directing work.

Keep your supervisor informed of any major changes in behavior or academics, related to students on your case load.

Experience with data interpretation of standardized assessments and alternative assessments.

Good organizational and communication skills to facilitate teaching, assessment, meeting and data management responsibilities.

Willingness to work within programming areas as a collaborative team member.

Possess good technology skills to facilitate implementation of academic and/or behavior intervention programs.

Willingness to collaborate in building a strong school community and to foster a collaborative relationship among other teachers, administrators, students, and parents.

May include providing general physical assistance to students with various disabilities. Tasks will involve, but are not limited to, assisting students with toileting/feeding/other self-help and behavioral needs.

Knowledge of and ability to implement instruction and interventions designed for students with social, behavioral, communication, physical, self-help, and cognitive disabilities.

Specialized skills in working with students with significant communication disorders.

Fulfill any other duties as assigned by supervisor, principal, or superintendent.