

Special Education Teacher

FLSA Status: Exempt

Created: Dec. 2005

Last Revised: Aug. 2016

DEFINITION: The teacher will implement into daily student instruction, appropriate educational curriculum. The teacher will create and maintain an educational atmosphere that encourages effective student learning and supports school and district programs. **Special education teachers** work with students who have a wide range of learning, mental, emotional, and physical disabilities. They adapt general **education** lessons and **teach** various subjects, such as reading, writing, and math, to students with disabilities.

RESPONSIBLE TO: Site Administrator

TERMS OF EMPLOYMENT: see Article 16 of Certified Contract

PAY RATE: Certified Teacher Salary (see Appendix A of Certified Contract)

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Assess students' skills to determine their needs and to develop teaching plans.
2. Develop Individualized Education Programs (IEPs) for each student following state and district guidelines.
3. Evaluate and modify IEPs throughout the school year to reflect students' progress and goals.
4. Provide Annual IEP with all required components for state and district.
5. Teach and mentor students as a class, in small groups, and one-on-one.
6. Implement IEPs, assess students' performance, and track their progress
7. Evaluate and update IEPs throughout the school year to reflect students' progress and goals.
8. Supervise, mentor, and train paraprofessionals who work with students with disabilities.
9. Prepare and help students transition from grade to grade.
10. Administer appropriate district curriculum which is aligned with Nevada Academic Content Standards and conforms to district guidelines.
11. Follow mandated compliance standards established by the Federal, the State, or the District regulations.

12. Assist general education teachers in adapting lessons to meet IEP goals, objectives, and accommodations to be addressed within the ongoing classroom schedule as needed by the teacher.
13. Collaborate with general education teacher, paraprofessionals, parents and others to ensure the student's maximum participation in the general education classroom.
14. Maintain strict confidentiality with regards to records and information that has been obtained in the course of professional service with respect to students,
15. Evaluate and grade students' class work, assignments, and papers.
16. Analyze student progress and provide appropriate instruction or interventions.
17. Input and update student information systems for grades, plans, and required information.
18. Ensure assessment regulations and guidelines are followed at all times.
19. Create and maintain a positive, orderly, and academically focused learning environment and respond to the individual needs of students.
20. Plan and implement effective lessons; using time, materials and resources effectively.
21. Motivate students through effective communication and feedback.
22. Attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation, and open house.
23. Work professionally, and interact respectfully with administration, staff, parents, students and community.
24. Communicate with parents to foster a constructive parent-special education teacher relationship and to provide parents with an awareness of student progress and individual/family rights as they relate to special education.
25. Complies with the code of ethics of the teaching profession. (Code of ethics can be found in LCSD policy)

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Educational theory and teaching practices;
- Principles and methods for curriculum and training design;
- Teaching and instruction principles for individuals and groups;
- Measurement of training effects; and
- Board rules and district policies.

Skill to:

- Prepare course materials, homework assignments, and handouts;
- Communicate effectively both written and orally;
- Participate as a member with other faculty and staff;
- Follow outlined plans in emergency situations; and
- Establish and communicate clear objectives for all lessons, units, and projects.

Ability to:

- Provide instruction in a (elementary, middle school, high school, alternative) classroom;
- Work cooperatively with students, parents, peers, administration, and community members;
- Guide the learning process toward achievement of curriculum goals;
- Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students;
- Maintain accurate and complete records as required by law and district policy; and
- Maintain and improve professional competence.

Required Certifications and Licenses:

- Must possess and maintain a current Nevada Teaching License issued by the Nevada Department of Education.
- Certified in relevant subject area.
- Current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment.
- Bloodborne Pathogen and Universal Precaution Training

Experience and Training:

Bachelor's degree from an accredited college/university with major coursework in Special Education or a related field.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Evaluation:

Position will be evaluated in accordance to NRS 391.3125 and/or 391.3127

An Affirmative Action/ Equal Opportunity Employer:

The Lincoln County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 728-8000.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____