

## Special Education Teacher/Coordinator Job Description

This individual is employed to provide special education students with learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth; also develops or modifies curricula and prepares lessons and other instructional materials to student ability levels; works in self-contained, team, departmental, or itinerant capacity as assigned. This individual will also oversee the Multilingual Learners Program at the school.

### Essential functions:

- \* Collaborates with students, parents, and other members of staff to develop IEP for each student assigned.
- \* Implements an instructional, therapeutic, or skill development program for assigned students and shows written evidence of preparation as required.
- \* Plans and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- \* Works cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.
- \* Conducts assessment of student learning styles and uses results to plan for instructional activities.
- \* Presents subject matter according to guidelines established by IEP.
- \* Employs a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.
- \* Plans and supervises assignments for teacher aide(s).
- \* Uses technology in the teaching/learning process.
- \* Conducts ongoing assessments of student achievement through formal and informal testing.
- \* Creates a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- \* Manages student behavior and administers discipline. This includes intervening in crisis situations and physically restraining students as necessary according to IEP.
- \* Consults with classroom teachers regarding management of student behavior according to IEP.
- \* Consults district and outside resource people regarding education, social, medical, and personal needs of students.
- \* Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

\*Assists in selection of books, equipment, and other instructional materials as required.