

## **Job Title-SPED Teacher for grades K-7**

### **Job Description - Special Education Teacher/Coordinator**

#### **Reports to: Principal**

#### **POSITION QUALIFICATIONS:**

- Bachelor's Degree from an accredited four-year educational institution
- Valid teaching certificate with required special education

#### **DUTIES AND RESPONSIBILITIES:**

- Train certified teachers of special population, general education teachers and other staff and ensure they understand and comply with confidentiality of students in accordance with both state and federal laws.
- Participate in professional development activities and staff meetings as required or
- Assist school administration in scheduling classes for SPED
- Assist in the planning and implementation of staff development and in-service programs pertaining to special education.
- Monitor SPED/504 students' academic progress that is reflected in the formative and summative evaluations to ensure students meet desired educational goals and use assessment results to coordinate SPED instruction and schedule.
- Compile, maintain, submit and file all physical and computerized reports, records, and other documents required by the district, state and federal laws.
- Ensure SPED classroom(s) and/or instructional environment is safe, organized and conducive to learning, with accessibility to all students.
- Establish and maintain communication, both written and oral, with parents, students, principals, and teachers to keep them informed of student progress.
- Collaborate with district personnel, Region service centers, and other professionals to carry out school wide instructional or related activities for SPED/504 students and their parents to better educate them on SPED/504 services and programs.
- Collaborate with general education teachers to ensure SPED/504 student's instructional needs are being met.
- Advocate for SPED/504 students to ensure they have an equitable educational
- Continually communicate with students on instructional expectations and keep them informed of their progress in meeting those expectations.
- Provide SPED instruction if If the coordinator has teaching role, comply with the position description of SPED teacher.
- Support general education/special education teachers and administrators in implementation of appropriate strategies to meet the needs of students with disabilities.
- Support implementation of accommodations and modifications for students with IEPs in the general education classroom and during Special Education service time
- Ensure implementation of instructional program which utilizes knowledge of learning styles and modalities and correlate Individuals Education Plans with regular program curriculum

- Ensure timely dissemination of modifications, accommodations and IEPs to the related teachers and personnel and keeps related documentation.
- Plan, develop, implement, and administer programs and services to meet identified needs, including development and implementation of new programs and services
- Plan, prepare, and facilitate ARD meetings, and serve as a member of the Admission, Review and Dismissal/Individual Educational Plan Committee.
- Participate in placement decisions based on educational, sociological and physiological data presented to the committee.
- Assist regular school personnel in providing an appropriate educational environment for mainstreamed students.
- Establish new objectives based on the findings of the evaluation team to be presented as recommendations to the ARD Committee.
- Redesign curriculum to suit new
- Suggest alternative teaching
- Assess relation between student performance and handicapping
- Identify the need for remedial or tutorial assistance to
- Utilize the special education staff and coordinate input to meet the needs of each special education child.
- Maintain confidential records of assigned students and complete reports and other
- Create and maintain Special Education documentation as required by federal, state and district regulations
- Describe what persons in this position actually do, not what they might hypothetically have to do in rare occasions.

#### SKILLS AND ABILITIES:

- Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.
- Ability to establish and maintain effective working relationships both internal and external to the
- Ability to organize special programs for assigned
- Ability to use computer including software, database used by the district, spreadsheet and word processing software, calculator, copy machine and telephone.
- Ability to analyze
- Ability to use effective interview techniques, effective public speaking skills, and problem-solving

#### WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Light Work: may require the occasional light
- Nights and weekend activities will be occasionally
- Position is in office setting and may involve prolonged work at a desk in one
- Moderate travel is expected.