

Oelrichs School District 23-3
SPECIAL EDUCATION TEACHER
JOB DESCRIPTION

TITLE: Special Education Teacher

QUALIFICATIONS/REQUIREMENTS:

- A. Education: Meet certification requirements as established by the State of South Dakota.
- B. Experience Desired: Have knowledge of teaching techniques that meet the diverse needs of students.
- C. Other Requirements: Possess effective student management skills as it relates to scheduling, discipline, and assessment. Possess management, organization, and leadership skills, including the ability to initiate and follow through on ideas and projects. Possess effective oral and written communication skills. Communicate effectively with individuals of varied cultural and educational backgrounds. Have ability to be flexible in working with students at all developmental levels. Have skills in human relations and conflict management.

REPORTS TO: Principal and Special Education Director

SUPERVISES: Students

PERFORMANCE GOAL: To provide quality educational programs for children with special needs in the least restrictive environment

PERFORMANCE RESPONSIBILITIES:

1. Work with members of the Special Education program to identify, evaluate, and provide special education and related services to eligible children.
2. Assists in modifying and accommodating the general education curriculum for students with disabilities based upon a variety of instructional techniques and technologies.
3. Develops individual education programs for each assigned student receiving homebound instruction with the recommendation of the placement committee.
4. Work with health, social services, and other education agencies to coordinate all services provided to preschool handicapped and acts as case manager for assigned children.
5. Meet with assigned students, staff and parents on a regularly scheduled basis for the purpose of providing instruction and assessing student progress.
6. Acquire and develop relationships with the student's parents or guardians, and works to establish with them an understanding and cooperative relationship based on the student's individual needs.

7. File written progress reports on each assigned student with the student's parents or guardians.
8. Keep, maintain, and file such reports and records required; including attendance reports and case evaluation
9. Provide education and serves as a consultant to school district personnel and to personnel from other agencies providing services to handicapped children.
10. Interpret the program to the regular district staff and to the community at large as required through accommodations and goals established.
11. Develop plans for effective communication monitoring and follow-up of students in inclusive classroom setting.
12. Participates in faculty committees and sponsorship of student activities.
13. Participates cooperatively with the appropriate administrator(s) to develop the method by which he/she will be evaluated in conformance with district guidelines.
14. Perform other duties as assigned.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board of Education's policy on evaluation for professional personnel.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Board of Education.

The above description is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.