

RSU #63 Special Education Teacher Job Description

REPORTS TO

Director of Special Services
Principal

QUALIFICATIONS

Bachelor's Degree in Special Education Master's Degree preferred
Appropriate certification in special education
Maine Criminal History Records Check

JOB GOAL

To assist in the screening, evaluation, identification, implementation, and instruction for students with disabilities

Performance Responsibilities

1. Plan, prepare, and deliver lesson plans and instructional materials that facilitate progress towards individual student goals.
2. Develop lesson plans and assessments that are in accordance with established materials, procedures, and student needs.
3. Instruct and monitor students in the use of learning materials and equipment.
4. Establish and communicate clear objectives for all learning activities.
5. Use relevant technology to support and differentiate instruction.
6. Manage student behavior in the classroom by establishing and enforcing rules and procedures.
7. Ensure confidentiality of all students' records, grades, performances, and all other related matters.
8. Participate in department, school, district, and parent meetings.
9. Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds.
10. Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
11. Know and follow the Board of Directors' policies. Policies can be found on the District webpage.
12. Participate in professional growth and development activities including staff meetings, in-service and staff development activities as required or assigned.
13. Ensure the classroom and instructional environment is attractive, healthy, safe, and generally conducive to learning.
14. Encourage proper care of all books, technology, and other school property. Rooms and closets are to be kept in an orderly condition.
15. Develop Individualized Education Programs (IEP) for students with disabilities including all regulatory requirements.
16. Conducting appropriate evaluations and observations to assist in determining the presence, nature and extent of disabilities in referred and identified students. Interpreting results in writing and orally at IEP meetings and writing educational recommendations.
17. Manage effective individual and small group instruction for students.
18. Works closely with regular class teachers and support staff in the curriculum development and individualization of instruction for mainstreamed students with disabilities, including classroom modifications and accommodations.
19. Knowledge of basic psycho-educational tests.
20. Ability to administer and interpret and demonstrated diagnostic-prescriptive teaching.
21. Knowledge of recent legal and programming trends in special education.
22. Write progress reports on IEP goals and objectives once a trimester for the cumulative records of students. Send progress reports home for students and parents.
23. Provide case management and consultation to all assigned students.
24. Provide support for administering state and district-wide assessments and develop alternate assessments as needed.
25. Participate in crisis intervention training and behavior management.
26. Participate in district screenings and registration.

- 27. Review records of transfer students.
- 28. Performs any other duties as assigned.

Reviewed and Agreed to by: _____
Printed Name of Special Education Teacher

Signature of Special Education Teacher

Date: _____