

Chequamegon School District August 2009
Addendum - Job Description – Special Education Teacher

Job Title: Special Education Teacher
Department: Chequamegon School District
Reports to: Director of Special Education
Workers Supervised: None
Position Summary: Teach school subjects to educationally and physically handicapped students. Position includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired.

Qualifications

Education: Bachelors Degree or higher

Certifications: Wisconsin Department of Public Instruction (WDPI) license.

AODA Statement: The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the district.

Essential Job Functions/Tasks

1. Assess students referred by regular education.
2. Make formal/informal observation of students referred by regular education.
3. Collaborate with regular education staff with regards to special education students in regular education classrooms.
4. Provide instruction to special education students in a one-on-one or small group setting.
5. Plan curriculum for special education students.
6. Maintain contact with parents of special education students.
7. Maintain contact with related services of special education students.
8. Prepare documentation of student's progress towards IEP goals and objectives.
9. Participate in determining disability of individual student.
10. Participate in construction of a student's Individual Education Plan (IEP).
11. Provide various individualized therapies under the direction of a certified therapist.
12. Create and maintain an appropriate classroom environment conducive to learning.
13. Provide individual feedback for students regarding their educational/behavioral progress.
14. Create and maintain lesson plans for individual students or small groups of students.
15. Provide supervision and planning for para-educators involved with special education students.

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16. Assist individual student with setting appropriate educational and behavioral goals.
 17. Become involved in district wide curriculum planning to ensure special education students are meeting district and state educational goals.
 18. Assist guidance counselor/building principal with scheduling/placement of special education students.
 19. Maintain accurate and appropriate records of individual special education student.
 20. Attend school-wide and/or district-wide faculty meetings.
 21. Keep up-to-date in current special education practices and theory.
 22. Participate in professional development activities.
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The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

Employee

Date

Manager

Date