



CONCHO SCHOOL DISTRICT #6

JOB DESCRIPTION

Job Title: **SPECIAL EDUCATION TEACHER**

FLSA: Exempt

TITLE: Special Education Teacher

QUALIFICATIONS:

- Must be Appropriately Certified
- Current Teaching Certificate
- Current IVP Fingerprint Clearance Card

REPORTS TO: Special Education Director

SUMMARY: The Special Education Teacher will create a classroom environment that meets the individual needs, interest, and abilities of students with special education services. Teachers will provide specially designed instruction per each student's Individual Education Program (IEP) in order to allow students access to the general curriculum and build skills that will contribute to their ongoing development.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to the following tasks, duties, knowledge, skills and other characteristics. This list is **ILLUSTRATIVE ONLY** and **is not a comprehensive listing of all functions and tasks performed by incumbents in this class.**

ESSENTIAL DUTIES AND RESPONSIBILITIES generally include the following. Other duties may be assigned.

- Provides case management services for students with a disability including all requirements related to IEP development, provision, and compliance to state federal regulations.
- Provides direct services to students with a disability per agreement on the IEP.
- Follows district procedures throughout the entire special education process.
- Maintains all aspects and provisions of confidentiality related to FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act).
- Meets and instructs assigned classes per the schedule established for the site.
- Creates a classroom environment that is conducive to learning appropriate to the development and skill level of the students.
- Plans and prepares lessons to provide the students with the opportunity to meet and/or exceed standards as outlined by state standards.
- Sets and maintains standards of classroom behavior develops behavior management strategies.
- Employs a variety of instructional techniques consistent with the needs and capabilities of the students.
- Guides the learning process, through the use of clearly established goals and objectives to meet student and districts' goals and objectives.
- Maintains accurate and completes records to meet requirements of federal, state and district regulations/procedures.
- Assesses the accomplishments of students as required by policy or regulation and to assist student growth through meaningful feedback.
- Works with all staff, including general education, to implement appropriate accommodations and modifications in the general education classroom to allow for student success.
- Maintains accurate census information in a timely manner per district and state guidelines.
- Attends all staff meetings as required.

- When assigned an instructional assistant, plans and supervises the assignments and activities of that person(s).
- Takes all reasonable precautions to protect students, equipment, materials, and facilities.
- Performs other duties as assigned or required.

REQUIRED QUALIFICATIONS: To be eligible for this position, an applicant must meet the following required qualifications. Verification of these required qualifications is necessary.

- Valid Arizona Special Education teaching certificate with valid approved areas for the specific position.
- Current IVP Fingerprint Clearance Card
- Must receive CPR certification within thirty days of hire date.

OTHER REQUIREMENTS:

- Must be able to pass a background clearance check.
- May be required to lift and carry heavy, bulky supplies and materials weighing up to 20 pounds.
- May be required to lift and/or transfer students weighing up to 60 pounds.
- May be required to work outside normal working hours.

KNOWLEDGE AND SKILLS REQUIRED:

- Knowledge of applicable Federal, state, county and city statutes, rules, policies and procedures.
- May be required to lift and carry heavy

EVALUATION: Performance of this position will be evaluated in accordance with the Governing Boards' policy on evaluation of certified personnel.

CLASSIFICATION: Certified Staff

Revised: May 2010



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I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: _____ Date: _____

Employee Signature: _____ Date: _____