**SPECIAL EDUCATION TEACHER**

**JOB DESCRIPTION**

Reports to: Special Education Administrator/Program Supervisor

Credentials: Type 10 Certification or endorsement in area of responsibility

I. **INSTRUCTIONAL PLANNING**

A. Plan an age appropriate program of study that meets the individual needs and abilities of students in accordance with district curriculum goals where applicable.

B. Develop and implement an appropriate IEP to assess each student’s progress.

C. Plan and supervise purposeful assignments for teacher assistants and/or volunteers and evaluate their job performance.

D. Develop and coordinate appropriate instructional materials, units and supplemental resources for delivery of instruction.

E. Develop, modify, or adapt materials and assignments of the classroom curriculum to meet individual needs within an inclusionary setting.

II. **INSTRUCTIONAL DELIVERY**

A. Present lessons and activities incorporating an introduction, statement of objectives, and summation.

B. Provide opportunity for student feedback, guided practice, and independent practice.

C. Lesson presentation incorporates different modalities of instruction.

D. Evaluate student’s performance and implement remedial strategies as needed.

E. Provide instruction, implementing the IEP, assisting students as indicated by circumstances.

F. In an inclusionary setting, implement the IEP, provide instruction, team teach, and assist students as indicated by circumstances.

III. **COMMUNICATION**

A. Establish and maintain communication with faculty members, administration, supervisory personnel, parents, and students.

B. Complete and submit required forms and reports on time.

C. Attend and participate in conferences regarding students.

IV. **CLASSROOM AND BEHAVIOR MANAGEMENT**

A. Develop and implement reasonable rules of classroom behavior and procedures to maintain a positive learning environment.

B. Assure responsibility for the safety and well-being of students under his or her direct supervision.

C. Assume responsibility for the care and protection of school property, equipment, and materials.

D. Implement all applicable policies and/or rules established by housing district.

V. **PROFESSIONALISM**

A. Improve competence by utilizing in-service opportunities, course work, professional literature, and other reliable means of professional growth.

B. Maintain professional ethics.

C. Wear appropriate attire as determined by district dress code and instructional setting.

D. Follow arrival and departure times of school as established by district guidelines.

E. Meet attendance guidelines as established by the LCSSU handbook.