

Fountain-Ft. Carson School District Eight Job Description

Job Title: **Teacher – Special Education** Reports To: **Principal**
 Pay Schedule/Grade: **Certified** FLSA Status: **Exempt**
 Prepared/Revised Date: **January 20, 2011** Work Year: **187 days**

SUMMARY: Responsible for planning, implementing, and evaluating instructional activities for special education students. Create a flexible class environment favorable to learning and personal growth; establish effective rapport with students; motivate students to develop skills, attitudes, and knowledge in accordance with each student’s ability; and establish good relationships with parents and other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment or department.*

Job Tasks Descriptions	Frequency
1. Instruct students using District-approved curriculum as per specified state law, administrative regulations, and procedures of the School District. Provide individualized and small group instruction and adapt the curriculum to the needs of each student as needed. Translate lesson plans into developmentally appropriate learning experiences.	D
2. Develop lesson plans and instructional materials.	D
3. Communicate regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, communication logs, etc.	D
4. Establish and maintain standards of student behavior to achieve an effective learning atmosphere.	D
5. Evaluate students’ academic and social growth, keep appropriate records, and prepare progress reports.	D
6. Identify student needs, make appropriate referrals, and develop goals for individualized education plans (IEPs).	D
7. Plan and coordinate the work of paraeducators, parents, and/or volunteers in the classroom and on field trips.	D
8. Create an environment conducive for utilizing manipulatives, positive behavior supports and effective teaching strategies.	D
9. Strive to maintain and improve professional competence by attending inservices, conferences, and trainings and by serving on staff committees as required.	W
10. Consult with general education teachers to develop a comprehensive instructional plan for students that correlates with grade level content standards.	D
11. Perform other duties as assigned.	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- Special Education Generalist degree.
- Master’s degree preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado Teaching Certificate.
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication.
- Advanced interpersonal skills.
- Advanced time management, problem solving, and analytical skills.
- Ability to maintain confidentiality in all aspects of the job.
- Fluency in second language may be preferred.
- Knowledge and use of instructional theories, models of practice, principles, and evidence-based practice related to special education.
- Knowledge of the federal, state, local legislation, regulations, policies, and procedures that mandate and guide special education.

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- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with office software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Principal

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Paraprofessional	1-6

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities may include training employees; planning, assigning, and directing work; addressing complaints and resolving problems; and assisting Principal with interviewing and hiring employees, appraising performance, and rewarding and disciplining employees.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. This position may require the ability to provide physical intervention to students in danger of harming them self or others.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate, copy, instruct, analyze, coordinate, synthesize, evaluate, compile, and use interpersonal skills. Frequently required to compare, compute, and negotiate.