

# LAKEVILLE AREA PUBLIC SCHOOLS

## POSITION DESCRIPTION

**POSITION TITLE:** Special Education Teacher

**DEPARTMENT/BUILDING:** Special Education

**TITLE OF IMMEDIATE SUPERVISOR:**  
Building Principal

**LOCATOR:**

**POSITION CLASSIFICATION:**  
(Office Use Only)

**BARGAINING UNIT:**  
Education Minnesota Lakeville

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**POSITION SUMMARY:** A teacher of special education is authorized to provide specially designed instruction to students with identified disabilities in pre-kindergarten through age 21 who have special education needs and to collaborate and consult with families, other classroom and special education teachers, and specialized service providers in designing and implementing individualized program plans for the student.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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The essential functions of this position include, but are not limited to, the following fundamental duties:

1. Serves as a contributing member of the pre-referral team.
2. Conducts evaluations on students referred for special education services. Interprets evaluation data and makes recommendations for service.
3. Serves as a case manager for students on their assigned caseload, complying with due process expectations and timelines, while maintaining appropriate documentation for students' special education files.
4. Meets with parents and staff to generate goals and objectives for Individualized Education Plans. Maintains regular communication with parents to monitor and report progress regarding the mainstream curriculum, goals and objectives, behavioral expectations, school activities and to make necessary modifications.
5. Communicates often with parents, social workers, school psychologists, and others identified as part of the students team while strictly adhering to data privacy practices.
6. Serves as designee for the principal at parent conferences and meetings when assigned.
7. Works collaboratively with classroom teachers and support staff to design and deliver a program of services that meets the needs of special education students.
8. Meets with individual students and small groups to achieve the goals and objectives as stated in the individualized education plan.
9. Teaches student academic subjects by using techniques designed to meet a student's special learning needs. Grades papers and homework assignments.
10. Plans and delivers lessons that meet the individual needs of students in accordance with Board adopted curriculum goals, essential learnings, IEP's, and student management policies.
11. Manages student behavior in order to create an atmosphere that is conducive to learning and promotes self-esteem for all students.
12. Coordinates the work of paraprofessionals working with students on their assigned caseload.
13. Collects useful and appropriate data to monitor, report and evaluate student progress.
14. Helps students develop emotionally by teaching socially acceptable behavior.
15. Participates in transition evaluation, planning and programming for students on caseload when necessary (Age 14 or grade nine).

16. Keeps abreast of research and serves as a resource to staff and parents on a wide array of special education related topics.
17. Attends staff meetings, in-services and participates in professional development activities. (Serves on committees and task forces)
18. Supports student growth in their knowledge, understanding, and acceptance of diversity.
19. Provides for the care, welfare, safety and security of all students.
20. Performs other duties as assigned by administration.

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**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

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1. **Training and Teaching Others** -- Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
2. **Establishing and Maintaining Interpersonal Relationships** -- Developing constructive and cooperative working relationships with others, and maintaining them over time.
3. **Interpreting the Meaning of Information for Others** -- Translating or explaining what information means and how it can be used.
4. **Making Decisions and Solving Problems** -- Analyzing information and evaluating results to choose the best solution and solve problems.
5. **Communicating with Persons outside Organization** -- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, by telephone or e-mail.
6. **Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.
7. **Assisting and Caring for Others** -- Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
8. **Monitor Processes, Materials, or Surroundings** -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
9. **Communicating with Supervisors, Peers, or Subordinates** -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
10. **Identifying Objects, Actions, and Events** -- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

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**POSITION QUALIFICATIONS (Specific training or job experience required before appointment):**

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1. Minnesota Special Education licensure in appropriate area of specialization.
2. Must be able to lift up to 50 pounds. (Occasionally)
3. Must be able to physically support students who may be reluctant to follow directions or remove self to safe location. (Occasionally - training through the crisis prevention institute provided by Lakeville Area Public Schools.)

**DATE: August 2006**