



Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

Special Education Teacher Job Description

OBJECTIVE: The special education resource teacher is the person directly responsible for the students assigned on his/her class list. The teacher is the team leader for the student and is responsible for coordinating the necessary special education, supportive services and general education services to meet each child's needs.

CLASSIFICATION: Certified

LICENSURE: PEL

QUALIFICATIONS:

Professional Educator License
LBS1 or Related Endorsement

REPORTS TO: Building Principal

WORK YEAR: 10 month (Certified, Non-Exempt)

KNOWLEDGE, SKILLS AND ABILITIES: Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. Ability to maintain effective classroom management strategies.

RESPONSIBILITIES:

1. Maintain a positive attitude about the school and District
2. Maintains the confidentiality of student and school personnel information in accordance with District policy and law.
3. Maintains a professional appearance as an example to students.
4. Maintains a positive learning environment and ensures classroom procedures that fosters a safe and respectful climate for all students and staff.
5. Employ special educational strategies, including but not limited to scientifically or evidence based instruction, and techniques to improve the development of sensory-and perceptual-motor skills, language, cognition and memory.
6. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate newly acquired knowledge.
7. Teach socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement. Establish and enforce rules for behavior and policies and procedures to maintain order among students that align with the D76 social emotional curriculum.
8. Confer with parents, administrators, and educational team members to develop individual educational plans designed to promote students' educational, physical, and social/emotional development.
9. Attend and actively participate in team meetings to discuss individual students' needs and progress. Employ a problem solving process to determine a course of intervention as prescribed by the district's tiered interventions.
10. Administer identified district and state required assessments and utilize and interpret student performance data to adjust instruction.
11. Confer with other staff members to plan, schedule and implement lessons that promote learning following the D76 curriculum frameworks.
12. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
13. Coordinate integration of students with special needs into the general education environment.



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14. Performs other assigned and related duties as assigned by building administrator(s) in accordance with school/district or state policies and practices.

PHYSICAL & MENTAL DEMANDS: In the course of performing the duties and functions job holder will be required to stand, walk, sit, squat/stoop, kneel, crouch, and reach and lift items of varying weights and up to 40 pounds. Ability to communicate (vision, hearing and speech) is required. Ability to travel to assigned work locations without employer support.

- Occasional movement of students by wheelchairs and other mechanical devices may be required.
- Instruction and the provision of required supports to students with special needs may be necessary.

Must be able to express ideas, interpret situations, and problem solve. Must be able to interact positively and effectively with individuals with diverse learning needs and abilities. Must have strong communication and interpersonal skills. Must be able to use various forms of classroom equipment and technology resources (computer, document camera, copy machines, projectors, etc.), computer applications and related peripherals.

The physical demands described here 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.

WORK ENVIRONMENT: School building environment. Travel throughout the District may be required. Typical settings include school buildings with classrooms, offices, health suites, gymnasium, cafeteria, auditorium, and recreational areas. The worker is subject to inside and outside environmental conditions, noise and hazards.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approved by: _____ Date: _____

Reviewed and Agreed to by: _____ Date: _____

Diamond Lake School District #76 assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.