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Statement of.....

## Policy and Responsibility

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SUBJECT: SPECIAL EDUCATION TEACHER JOB DESCRIPTION

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The Special Education Teacher is responsible for providing education to children with disabilities and creating a positive learning environment where students develop the skills to become critical thinkers and problem solvers. Special Education Teachers maintain a safe environment; establish rapport with students, parents and colleagues; and motivate pupils to develop attitudes and knowledge that will help them reach their career potential and be college ready. Special Education Teachers adjust, modify, and differentiate curriculum and use effective research-based methods of instruction to suit each student's needs.

### ESSENTIAL FUNCTIONS

- Teach students with disabilities the core content area(s) outlined in the USOE's Core Curriculum, and adopted by the Board of Education, using research-based strategies and materials correlated with other approved learning activities and adjusted to suit each student's needs
- Administer and score standardized assessments
- Write and conduct IEP meetings
- Maintain student records as required by IDEA
- Case Manage Special Education Students
- Assure confidentiality of all students' information
- Meet regular, punctual and predictable attendance requirements
- Develop lesson plans and instructional materials and provide individualized and small group instruction
- Translate lesson plans into learning experiences to best utilize the available time for instruction
- Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom including conducting functional behavioral analyses and developing individualized behavioral plans when needed
- Use positive behavioral interventions and follow the USOE Guidelines for Least Restrictive Behavioral Interventions
- Evaluate pupils' academic and social growth, maintain appropriate records, and prepare progress reports
- Communicate with parents through conferences, telephone calls, e-mails, student planners, school website, and other means, to discuss pupils' progress
- Utilize computers and other technological classroom support equipment in student instruction and IDEA compliance

- Provide and maintain a safe and supportive environment in the classroom, on the school campus, and on field trips
- Maintain professional competence through staff development education activities provided by the school district and self-selected professional growth activities
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission
- Participate in faculty meetings as required
- Function as a member of the Special Education team by attending meetings and collaborating with other professionals
- Administer appropriate pupil attendance policies and procedures
- Participate in appropriate educator evaluation procedures as per District guidelines
- Participate in faculty committees and the sponsorship of pupil activities
- Maintain required inventory records
- Model professional and ethical standards when dealing with students, parents, peers, and community
- Understand and adhere to all laws, Special Education policies and procedures and District policies and procedures
- Strong oral and written communication skills with students, parents, and staff
- Effective problem solving, organizational, multi-tasking, and time management skills
- Ability to establish and maintain effective working relationships with pupils, parents, school staff, District staff, and patrons
- Perform other duties as assigned

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.

#### QUALIFICATION REQUIREMENTS

- Requires a Bachelor's Degree from an accredited college or university
- Requires a valid Professional Educator License for the State of Utah within the relevant "License Area of Concentration" and, if applicable, "Endorsement"
- Requires No Child Left Behind Highly Qualified Status for NCLB teaching assignments.
- Requires a cleared criminal background check

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

#### PHYSICAL REQUIREMENTS---Not limited to the following:

- While performing the duties of this job, the teacher is regularly required to speak and/or hear. The employee is frequently required to stand, walk, reach with hands and arms, and stoop, kneel, or crouch. The teacher is occasionally required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception. The teacher must be able to respond to the unique educational needs of students with disabilities in a stressful setting.
- This job may emphasize intervention with and management of aggressive and self-abusive students, angry students, emotional students, students with infectious diseases, and personal physical abuse.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.murrayschools.org](http://www.murrayschools.org)