

YKSD JOB DESCRIPTION



JOB TITLE: Special Education Teacher	
SUPERVISOR: Site Administrator	CLASSIFICATION: Certified (MYEA)
DAYS/MONTHS: 188/190 Days	

GENERAL RESPONSIBILITIES

Instruct students in multiple grade levels and subject areas using appropriate district curriculum. Creates a positive and effective learning environment for all students. Provides strong academic, social, physical and emotional growth for all students. To carry out the duties as described in the regular teachers job description and in addition provide services to Special Education Students

QUALIFICATIONS

Bachelor's degree or higher

Valid Alaska teaching certificate with Special Education endorsement.

Meet all state and federal requirements.

DUTIES & EXPECTATIONS

1. Assist in conducting the District Child Find.
2. Participate in School Wide Assistance Team (SWAT) meetings to discuss concerns with staff members, help implement intervention strategies, and ensure the referral process is effectively implemented.
3. Prepare or oversee preparation of Special Education individual student files including all paperwork needed in the IEP process.
4. Conduct a complete education evaluation of each student referred or in conjunction with a consultant to include:
 - a. Present levels
 - b. Learning styles
 - c. Educational strengths and weaknesses
5. Arrange, through the Special Education Director, for any specialized evaluation.
6. Compile results of all evaluations.
7. Chair Evaluation Summary and Eligibility Report (ESER) and Individualized Educational Program (IEP) meeting.
8. Arrange for an interpreter for parents at the IEP meeting if necessary.
9. Work collaboratively to support the IEP needs of Special Education Students.
10. Conduct behavior intervention meetings, Functional Behavior Assessments, and Manifestation Determination meetings as necessary.
11. The primary responsibility of the Special Education Teacher is to provide direct instruction or co-teach where indicated on the Individual Students IEP. In every case

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the IEP is the total dictator of the type of instruction the students shall receive and the SP Ed. Teacher shall monitor each program.

12. Provide the necessary training and supervise the instruction provided by any special education paraprofessional assigned to the teacher.
13. Continually monitor and adjust the individual education program.
14. Maintain progress and evaluation reports on each exceptional student.
15. Protect and guarantee the rights of all students with special needs.
16. On an as needed basis and not at the expense of direct instruction:
 - a. Consult and collaborate with regular classroom teachers on academic accommodation and test modifications for special education and potential special education students.
 - b. Provide resource materials to classroom teachers relating to special education students and potential special education students.
 - c. Engage in collaborative teaching with the regular classroom teacher where deemed necessary to best meet the needs of the special education and regular classroom students in the least restrictive environment.
17. Other related duties as assigned.

EQUIPMENT USED

Computer, printer, copy machine, SmartBoard, video-conference, video projector, personal smart devices (iPad, tablet) and other equipment needed to develop and present an appropriate instructional program. Computer software including word processing, e-mail, Internet access software, Google Docs, and software approved and adopted by the district and/or building such as student grade report programs.

INDEPENDENT DECISIONS

Independent decision-making expected, verifying course of action with supervising building principal or district administrator as needed, based on School Board policy, district and/or building rules.

PRIMARY WORKING CONTACTS

Certified and classified staff in the building, building administrators, parents, and students.

SUPERVISION RECEIVED AND EXERCISED

The teacher is supervised by the building principal. The teacher is responsible for the safety and supervision of all students assigned to his/her classroom or other duty assignment.

UNUSUAL WORKING CONDITIONS

Requires being outside in extremely cold temperatures at times. Some evening and weekend work will be required. Attending village/cultural events encouraged. High volume of work and strict adherence to workload may be stressful; frequent deadline and/or pressure situations. Travel in small aircraft required.

PHYSICAL AND MENTAL DEMANDS

The physical demands of this position require frequent standing, walking, sitting, speaking, hearing and the ability to withstand extended periods of time (between 3-4 hours) without a

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break. Specific visual abilities are also required. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 40lbs and to safely restrain out of control students who present a danger to self or others. The employee must be able to understand vague and implicit instructions, be able to readily recall facts and details, handle conflict, and make effective decisions under pressure.

EVALUATION

Written evaluation, annually or more frequently, in accordance with district policy, by the building administrator or other appropriate district administrator.

Domain 1: Planning and Preparation

- Sets Instructional Outcomes as aligned with the Alaska State Standards
- Designs coherent instruction using local resources and technology
- Designs summative and formative student assessments related to instructional outcome

Domain 2: Classroom Environment

- Creates an environment of respect and rapport conducive to learning
- Establishes and communicates classroom procedures with students and families
- Establishes and models positive student behavioral expectations

Domain 3: Instruction

- Uses questioning and discussion techniques to effectively engage students in learning
- Uses assessments to guide instruction and increase student ownership of learning objectives
- Demonstrates flexibility and responsiveness to student learning needs and difference

Domain 4: Professional Responsibilities

- Maintains accurate records and updates online grade book regularly
- Communicates frequently with students and families to engage them in the instructional program
- Demonstrates professionalism through positive interactions and collegial support