

Altar Valley School District #51

Position Description

| | |
|----------------------------|---------------------------------|
| JOB TITLE: | SPECIAL SERVICES TEACHER |
| DEPARTMENT: | Special Services |
| REPORTS TO: | Special Services Director |
| FLSA STATUS: | Exempt |
| SUPERVISORY DUTIES: | None |
| APPROVED ON: | |

SUMMARY: Responsible for planning instruction and/or the adaptation of the education program to enable students to benefit from educational experiences.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Instructs individuals and groups in special education skill areas.
- Plans curriculum, lessons, and special education programs and teaching methods.
- Evaluates student progress based on papers submitted, test scores and observation.
- Monitors student's progress in and outside the special education room.
- Maintains the physical environment of the classroom.
- Maintains contact with the parents of students.
- Evaluates student progress based on work output and observation, determines goals, objectives and directions.
- Prepares report cards, educational records, IEP forms, classroom observation records and other forms.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned.
- Ability to maintain friendly working relationships with students, staff and the community.
- Perform all duties in accordance with Federal and State laws, district procedures and Board policies.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Bachelor's Degree in Education
- Teaching certificate with Learning Disabilities special education endorsement

Computer Proficiency: Demonstrated general proficiency in computer programs such as Microsoft Excel, Word and Outlook and with specialized computer-based equipment and software.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly required to talk and hear, to use hands to finger, handle or feel objects and reach with hands and arms. Frequently required to sit and stand. May be required to stoop, kneel and crouch. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The employee is required to work indoors and outdoors. The noise level in the work environment is usually moderate but may occasionally become excessively noisy. Will have contact with students, employees and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.