

**POSITION DESCRIPTION
BROOKLYN CENTER COMMUNITY SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Special Education Teacher	FLSA Status: Exempt
Immediate Supervisor's Position Title: Principal	Bargaining Unit/ Work Group: Teacher
Job Summary: Provide academic, functional, and transition instruction to students. Create an educational program and a classroom environment that is multicultural/gender and ability fair, developmentally appropriate, is favorable to learning and growth and is based on the commitment that all children can learn. Work is performed under the general direction of the Principal. Continuous supervision is exercised over Educational Assistant.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is representative of, but is not a comprehensive listing of all functions and duties performed. Employees are required to be in attendance and prepared to begin work on the specified days and hours. Factors such as regular attendance are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

Creates lessons and learning environments that are safe, respectful, and interesting as well as multicultural/gender and ability fair/developmentally appropriate. Selects, adapts and individualizes materials appropriate for diverse student populations and skills.

Establishes developmentally appropriate instructional and behavioral expectations for students and communicates those to students and their families.

Assesses students' developmental, cognitive and social needs and provides developmentally appropriate instruction to meet those needs.

Regularly assesses student learning by using multiple forms of assessment.

Responsible for case management and maintaining appropriate due process files.

Facilitates positive interactions between students and teacher, student and peers and student and other adults.

Models learning and behavior consistent with the expectations for students.

Participates in ongoing and regular staff, team and individual professional development.

Collaborates with peers to develop, plan and implement best practices based on the needs/abilities of the students.

Keeps the students' needs and rights first and foremost in any educational decision-making.

Collaborates and communicates regularly with families in making educational decisions and uses family and community resources to support learning

Supervise students to ensure a safe, supportive, culturally responsive, equitable, and welcoming learning environment

Instruct students in area(s) of specialization and subject matter specified in state law and administrative regulations and procedures of the school district.

Adapts teaching materials and methods to develop relevant sequential assignments that guide and challenge students.

Develops standards for critical analysis through group discussions.

Assesses, identifies and evaluates needs of students; provides instruction in individual or group sessions; establishes and maintains standards of behavior.

Creates and implements behavior modification programs for special needs students.

Administers standardized tests in accordance with established procedures.

Encourages students to think independently, develop and express original ideas.

Evaluates student progress; maintains appropriate records; prepares progress reports.
 Communicates with students, student counselors and parents through conferences and other means.
 Maintains professional competence through in-service education and self-selected professional books and instructional materials.
 Selects and requisitions books and instructional materials. Orders instructional supplies and materials.
 Participates in curriculum development programs, faculty committees and student activity sponsorship as required.
 Attends meetings and training sessions as required.
 Other duties as assigned.

SECTION III: QUALIFICATIONS AND REQUIREMENTS

EDUCATION/ KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in the position could reasonably be obtained only by completing the following	
Required Education/ Training (Choose one)	Degree Information: Type of Degree: (B.A., M.A., etc.) Bachelors
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or GED	Major field of study or degree emphasis: Education
<input type="checkbox"/> 1 year college <input type="checkbox"/> 2 years college <input type="checkbox"/> 3 years college <input checked="" type="checkbox"/> 4 years college	
<input type="checkbox"/> 1st year graduate level <input type="checkbox"/> 2nd year graduate level <input type="checkbox"/> Doctorate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> ▪ Thorough knowledge of elementary and/ or secondary and special education principles, practices and procedures; ▪ Thorough knowledge of effective teaching principles and methodology; ▪ Thorough knowledge of school and district rules, regulations and procedures; ▪ Comprehensive knowledge of the subject matter, classroom management techniques, current researched best practices and strategies, as well as students' learning styles and needs, both academic and affective; ▪ Working knowledge of and implements the Minnesota State Standards and the Graduation Rule; ▪ Good judgment and decision making
Required Work Experience in Addition to Formal Education/ Training: Previous experience working with diverse populations and urban/suburban school settings preferred.	
Required Supervisory Experience: N/A	
LICENSE/ CERTIFICATION	Bachelor's degree with coursework in education, or related field and minimal experience teaching or planning curriculum, or equivalent combination of education and experience. Must hold a valid Minnesota teaching license in Special Education.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Ability to articulate a positive image of the school district and school district personnel; Ability to relate and communicate effectively with people of different cultural, ethnic, and socio-economic background; Demonstrated success working effectively in a diverse, collaborative team environment, with skills in promoting cultural inclusiveness; Ability to organize and maintain confidential records; Ability to serve as a member of the professional learning community to promote an educational climate in which students can grow intellectually and emotionally; Skilled in selecting and providing a wide range of intervention strategies and monitoring their effectiveness; Ability to organize and coordinate work; Ability to engage in self-evaluation with regard to performance and professional growth; Ability to work effectively as an interdisciplinary team.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
TOTAL	

INDIRECT SUPERVISION: Education Assistants	
Number of employees indirectly supervised:	Total: Varies

HAZARDOUS WORKING CONDITIONS: The essential duties of the work are performed under various physical hazards or environmental conditions noted.	Work is primarily performed in a typical classroom setting and is exposed to a minimum of environmental conditions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/ responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands dexterously (use fingers to handle, feel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop/ crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or Smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical (Lift & Carry): up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 75 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/ responsibilities
Physical requirements associated with the position can best be summarized as follows: Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and exposure to bodily fluids; may be required to wear a mask and other personal protective equipment in a pandemic outbreak; work is generally in a moderately noisy location (e.g. business office, light traffic).

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History: