



PO Box 185 ~ 511 Broadway
Melba, Idaho 83641
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www.msdl36.org

Title: Special Services Teacher
Pay Grade: Dependent on Career Ladder Placement
Supervisor: Building Principal and Director of Special Services

Job Summary:

To provide students with a daily and ongoing instructional program that will provide them with the best possible academic knowledge and skills. To help pupils to develop skills, attitudes, and knowledge needed to provide a good foundation for continued education according to the guidelines outlined in each student's Individual Education Plan.

Major Duties and Responsibilities

Must report to work on site and on time.

Instruction

1. Prepare for assigned classes
2. Design lessons with an appropriate level of difficulty which provide content in a logical and sequential manner
3. Employ a variety of instructional techniques and media consistent with the physical limitations of the classroom and the needs and capabilities of the individuals or student groups involved
4. Meet and instruct assigned classes in the locations and at the times designated
5. Identify pupil needs and provide instruction appropriate to those needs
6. Analyze and interpret student data to develop and modify instructional activities
7. Follow modifications and accommodations as specified in Individual Education Plans (IEPs)
8. Devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts, and use them to evaluate student progress on a regular basis
9. Prepare students academically for all district, state, and federal testing
10. Display command of the subject matter
11. Budget class time effectively

Other Duties to Students

1. Encourage students to strive to meet their highest potential
2. Establish and communicate classroom rules, and encourage students to set and maintain standards of classroom behavior
3. Engage children in conversation to encourage language development
4. Make provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms

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5. Work to establish and maintain open lines of communication with students and their parents concerning both the academic and behavioral progress of all assigned students
6. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
7. Assist, where appropriate, in loading and unloading the special education pupil from transportation buses or vans

Professional Contacts and Activities

1. Attend and participate in faculty meetings
2. Organize a meeting at least once annually with the case manager, parents, and other professional staff to review and revise the IEP and placement of each assigned pupil
3. Keep immediate supervisor informed of activities and any issues that may arise
4. Cooperate with other members of the staff in planning instructional goals, curriculum, objectives, and methods
5. Provide needed and requested information on a timely and effective basis

Special Education-Specific Duties

1. Provide instruction to classified pupils in accordance with each pupil's Individualized Education Program (IEP)
2. Work cooperatively with regular education teaching staff to coordinate instructional activities and to monitor the progress of each pupil
3. Provide support instruction in the regular classroom or the resource center as assigned
4. Coordinate and cooperate with other members of the staff in the development of adaptations, modifications, accommodations, and instructional methods
5. Provide home instruction to confined special education pupils as assigned
6. Consult with members of the child study team regarding each pupil's educational program, academic program and personal growth
7. Plan, coordinate, and lead the implementation of IEPs including modifications and accommodations
8. Participate in the development of the District's plan for special education
9. Evaluate student progress on a regular basis, as indicated on IEP's, and as often as general education students are evaluated and informed of their progress
10. Assist in the evaluation of students referred for special education services
11. Maintain accurate, complete, and correct records in accordance with applicable federal and state law, (including IDEA, ADA, and 504), administrative rules, and Board policy
12. Input data in a timely fashion

Other

1. Assist in upholding and enforcing school rules
2. Assume responsibility for his or her continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
3. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
4. Seek assistance should emergencies arise
5. Represent the school district in a positive manner

6. Know and follow school district policy and chain of command
7. Perform other duties as assigned

Qualifications:

1. Early Childhood/Early Childhood Special Education Blended Certificate or Exceptional Child Certificate
2. Strong background in teaching methods, developmentally appropriate classroom activities, and effective classroom management
3. Strong background in behavior management, curriculum, and writing and implementing Individualized Education Plans
4. Strong background in federal and state law, administrative rules, and Board policy pertaining to special education
5. Ability to lift up to forty pounds and push and pull up to one hundred pounds
6. Knowledge of the diverse needs of children with disabilities and appropriate special education classroom practices
7. The ability to work with students with emotional, physical, and mental disabilities
8. Ability to instruct students one-on-one and small group situations
9. Demonstrated knowledge of subject matter and effective teaching methods
10. Strong background in curriculum and the Idaho Core Standards
11. Strong background in the integration of technology with instruction and in creating and completing required reports
12. Ability to maintain a positive learning environment
13. Work well with students, staff, and the public
14. Excellent organizational skills
15. Excellent interpersonal and communication skills
16. Able to work under deadlines
17. Maintain confidentiality of staff and students

Evaluation:

Performance of this position will be evaluated annually by the building principal and/or director of special services in conformance with District policy and IDAPA 08.02.02.120.

Terms of Employment:

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts

I.C. § 33-1201	Certificate Required
I.C. § 33-1210	Information on Past Job Performance
IDAPA 08.02.02.019	Early Childhood/Early Childhood Special Education Blended Certificate
IDAPA 08.02.02.028	Exceptional Child Certificate
IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders

Reviewed by _____ Date _____

My signature acknowledges that I have read and understand this job description, can fulfill the essential job functions as listed, and have been provided a copy.

Supervisor _____ Date _____