

April 27, 2018

## **I. TITLE: Special Education Teacher**

### **II. QUALIFICATIONS:**

- A. Valid Idaho Teaching Certificate endorsed for appropriate levels and subjects.
- B. Ability to work with students, staff, parents, and the public.
- C. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **III. REPORTS TO: Special Education Director and Building Administrator.**

### **IV. JOB GOALS:**

To support the delivery of White Pine Charter School's Core Knowledge curriculum for and contribute to maximizing student achievement as assessed by state measures.

To build a solid foundation of knowledge and skills for all students to use as a basis for continual learning to meet the challenges of a global society.

### **V. PERFORMANCE RESPONSIBILITIES:**

- A. Plans a program of study that meets the individual needs and abilities of students assigned for instruction. Guides the learning process toward the achievement of curriculum goals.
- B. Creates an environment that is conducive to learning and appropriate to the maturity and interests of students.
- C. Employs instructional methods and materials that are most appropriate to the teaching assignment.
- D. Reflects understanding of current research and best pedagogical practice.
- E. Demonstrates knowledge and understanding of special education laws and procedures.
- F. Develops and implements Individual Education Plans (IEPs).
- G. Uses assessment results to plan for individual and group instruction.
- H. Displays knowledge of resources and knows how to gain access to enhance student learning.
- I. Designs learning activities, which are suitable to students' IEP goals.
- J. Supervises paraprofessionals and volunteers.
- K. Responds to student misbehavior appropriately and successfully.
- L. Demonstrates clear and accurate oral and written communication.
- M. Makes accurate assessments of instructional effectiveness.
- N. Monitors student progress toward achievement of instructional goals.
- O. Communicates with students and parents about student progress on a regular basis.
- P. Maintains and submits data for Medicaid billing as requested.
- Q. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- R. Conducts academic assessments as part of diagnosing disabilities and the disabilities adverse impact on academic performance.
- S. Assists the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- T. Plans and supervises purposeful assignments for classroom paraprofessionals and/or volunteers. When absent, provides the substitute with lesson plans or complete directions to carry on the educational program of the teacher.
- U. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- V. Strives to maintain and improve professional competence. Seeks out opportunities for professional growth.
- W. Attends staff meetings and serves on staff committees as requested.
- X. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Y. Accepts reasonable student supervision assignments that are necessary for the safe management of the school.

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Z. Maintains high standards of ethical behavior and confidentiality of student information.

VI. OTHER DUTIES AND RESPONSIBILITIES:

A. Performs all other duties as assigned consistent with the responsibilities of a teacher, the Idaho Code of Ethics, and the negotiated contract.

VII. TERMS OF EMPLOYMENT:

The exact terms of this position will be determined by the needs of the district and budgetary constraints. Benefits will be in accordance with approved board policy.