

## **Eagle Butte Public School District 20-1**

### **JOB DESCRIPTION**

### **JOB TITLE:**

**SPECIAL EDUCATION TEACHER**

### **REQUIREMENTS:**

- A. Education Level: Bachelor's degree and endorsements in the areas of teaching assignment. Certification, alternative certification or licensure: current, valid South Dakota teaching certificate.
- B. Experience Desired: Successful teaching experience.
- C. Physical Requirements: Hand-eye, mind-eye coordination. Constant hearing; intermittent speaking, standing, walking and writing. Frequent carrying, keyboarding, and other repetitive motions.
- D. Other Requirements: Excellent oral and written communication skills. Skills in human relations, leadership and conflict management. Knowledgeable of teaching techniques that meet the diverse needs of students. Demonstrated skills in computer word processing, spreadsheets and databases. Knowledge in implementation of IEP process and special education law. Training in assessment and interpretation of information.

**REPORTS TO:** Special Education Coordinator

**RECEIVED GUIDANCE FROM:** Special Education Coordinator, Curriculum & School Improvement Coordinators, Building Principal, Assistant Principal, Instructional Coaches

### **EVALUATED QUALIFICATIONS:**

1. Ability to Plan and Prepare Instructional Tasks
  - Plan instructional tasks that are meaningful and related to learning goals
2. Provide Instruction to Students
  - Implement District curriculum
  - Maintain a strong instructional focus utilizing the elements of effective instruction
  - Communicate a high level of expectation
  - Communicate clear learning goals to students
  - Adapt instruction to meet the needs of all students
  - Address various learning styles
  - Sequence content at an appropriate pace
  - Use appropriate level of questioning to promote understanding
  - Relate lesson content to prior and future learning
  - Require students to summarize information in written and/or verbal form
  - Appropriately recognize and reinforce individual student effort
  - Represent knowledge/information non-linguistically through a variety of methods
  - Organize students in cooperative or ability groups when appropriate

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- Require students to analyze and apply knowledge
- Display enjoyment, humor, and enthusiasm for teaching and expect students to enjoy learning
- Conduct ongoing assessments for learning

### 3. Provide Effective Classroom Environment

- Establish appropriate classroom rules and procedures that are clearly understood by all students
- Effectively and consistently enforce rules and follow procedures
- Redirect students naturally and immediately without disrupting others
- Be well-organized and have all materials, equipment, etc., ready for immediate use
- Carry out smooth and effective transitions (e.g., from one activity to another, as students enter and leave the room)
- Maximize time on purposeful instructional tasks
- Begin and end class period with focus on learning
- Establish a positive learning environment

### 4. Participate in Professional Growth Opportunities and Demonstrate Professionalism

- Participate in ongoing professional growth
- Participate in school/professional and/or community organizations or events
- Complete routine assigned tasks and comply with District requirements
- Promote the education profession
- Communicate effectively and professionally with colleagues, parents and students
- Conduct parent-teacher conferences in accordance with District policy

### 5. Follow District and building policies and procedures

### 6. Support of District goals

### 7. Report student progress to parents and students

### 8. Perform other duties as assigned

- Case manages student individual education programs (IEP) to meet specialized needs of students with disabilities
- Coordinates special education documentation regarding the special education process including referral, evaluation, IEP development and implementation, and related processes in compliance with district, state and federal requirements including timelines
- Implements specialized instruction utilizing researched strategies and interventions based on the needs of the students
- Participates in IEP meetings and communicates with parents on a routine basis keeping them informed of their child's progress in compliance with district procedures
- Maintains student special education records and related information as outlined in district procedures and in a confidential manner

### **JOB SPECIFIC PROFESSIONAL RESPONSIBILITIES:**

- Models effective teaching strategies, specifically in the application of strategies to develop

### 21st Century skills

- Participates in professional learning communities to enhance student achievement
- Communicates consistently and positively with staff
- Maintains confidentiality at all times
- Demonstrates commitment through practice, the philosophy of being a life-long and continual learner