

Lenawee ISD

Role Description

Position Title: Special Education Teacher
Area: Special Education
Reports To: Regional Supervisor, Program Principal, or other designee
Supervises: Assistants as assigned
Last Revised: May 2017

SUMMARY:

Provide each student with a disability an educational program that will enable him/her to reach their fullest physical, emotional, psychological and behavioral potential.

ESSENTIAL JOB FUNCTIONS *include the following. Other duties may be assigned.*

- Actively participates in the annual school improvement process
- Provides an education program for students with specific disabilities in the locations and at the times designated
- Plans a program of study that meets the individual needs, interests, and abilities of the students. These plans shall comply with the following and be aligned with school improvement plans:
 - Be developed in accordance with the students' needs in the cognitive, affective and psychomotor domains
 - Special attention will be given to personal adjustment, career exploration, physical education and career/job skills/work skills training
 - Shall include a statement of the present levels of educational performance of the student and a statement of annual goals, including short-term instructional objectives and performance objectives
 - Will be in compliance with federal, state and district policies and regulations
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
- Prepares written lesson plans for each student for each day and has them available in the classroom for use by a substitute teacher; these plans shall be available to the supervisor upon request
- Encourages students to set and maintain standards of classroom behavior
- Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons
- Employs a variety of instructional techniques and incorporates the use of assistive technology
- Evaluates the progress of each student enrolled in the program and keeps parents, teachers, therapists, and the LISD Supervisor/Principal informed of students' progress. The student progress reports are to be in accordance with the school district's reporting procedures
- Assists in evaluating and recommending placement of students in appropriate program

- Plans and supervises purposeful assignments for teacher assistant and/or volunteers; provides feedback of assistant's performance to the Principal
- Assists the administration in implementing all policies and/or rules governing student learning 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
- Provides a parent participation and educational component for the program
- Actively participates in the LISD Teacher Evaluation process
- Attends staff meetings and assumes other related responsibilities as requested and as outlined in the master contract
- Works cooperatively with other staff members in planning, implementing and maintaining a coordinated program which supports the LISD Student Outcomes
- Assists in developing all necessary procedural guidelines used in the department
- Complies with rules and regulations around Child Find
- Maintains accurate, complete, and correct records as required by law, district, policy, and administrative regulation
- Makes provisions for being available to students, their parents/guardians, and school staff for education related purposes both during and outside the instructional day when required or requested to do so under reasonable terms
- Maintains professional competence in the field by attending and participating in professional organizations, workshops, and conferences
- Provide consultation and collaboration to students, their family members, and school staff
- Supports Strategic Plan
- Focuses on student achievement and growth
- Universal Health Precautions:
 - Practices universal health precautions as outlined in the LISD Health Information Packet and/or described by the LISD school nurse
 - Stays informed of changes in current universal health precautions as described in the most current LISD Health Information Packet and/or as described by the LISD school nurse
 - Maintains adequate amounts of health equipment in assigned work area so to be able to properly handle bodily fluids based on universal health precautions guidelines and/or input from the LISD school nurse
- Lifting/Body Mechanics:
 - Follows LISD recommended body mechanics/lifting in-service schedule
 - Practices proper and safe lifting techniques when moving, transferring, and lifting people and/or objects as described per LISD approved lifting in-service(s) and materials
- Aware of and complies with LISD Policies and Procedures in support of non-discrimination standards
- Assumes other responsibilities and performs other duties as assigned
- Competencies, Skills and Abilities:
 - Ability to use computer for tasks such as basic word processing, daily email, electronic calendaring, excel data processing, student data systems, etc.
 - Ability to balance figures

- Ability to compile statistics
- Ability to coordinate itineraries/meetings/events/schedules
- Ability to research information
- Ability to prioritize multiple tasks
- Ability to deal effectively with a changing environment and be open to new ideas
- Ability to communicate in person, via phone and computer
- Physical Demands:
 - Occasional reaching/stooping/bending/kneeling/ crouching
 - Must be able to move intermittently throughout the work day with frequent prolonged standing/walking/ talking
 - Must be able to read and speak the English language
 - Must have visual acuity
 - Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met
 - Must be able to cope with the mental and emotional stress of the position
- Working Conditions:
 - Handle high stress and multi-task situations
 - Must have a regular and reliable level of attendance
 - Occasional pressures due to multiple calls and projects
 - May be exposed to long and/or irregular hours

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function timely and satisfactorily as requested. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Required:

- Bachelor's degree with Teaching Certificate
- Meets the appropriate Highly Qualified Teacher Requirements of the Michigan State Board of Education
- Experience working with differently abled students with specific impairments
- Willing to work a flex calendar for the school year and summer

Preferred:

- Master's degree in related field
- Crisis Prevention Institute Training
- Experience developing transition plans
- Experience working with intervention and therapeutic treatment teams

CERTIFICATES, LICENSES, and REGISTRATIONS

- Possess valid and current Michigan teaching certificate
- Certification as a teacher of students with specific endorsement as approved by the Michigan State Board of Education

TERMS OF EMPLOYMENT

Weeks, salary, and fringe benefits per LIEA master contract.
Salaried, Exempt

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on "Staff Evaluation."

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____