

**Roswell Independent School District
Job Description**

Job Title: SPECIAL EDUCATION TEACHER

Reports To: PRINCIPAL/ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES

General Job Description:

Provide guidance and instructional experiences that are academically and developmentally appropriate for each student assigned to that classroom as well as other programs assigned.

Essential Duties and Responsibilities:

1. Accurately demonstrate knowledge of the content area and approved curriculum.
2. Appropriately utilize a variety of teaching methods and resources for each area taught.
3. Communicate with and obtain feedback from students in a manner that enhances student learning and understanding.
4. Comprehend the principles of student growth, development, and learning, and apply them appropriately.
5. Utilize student assessment techniques and procedures.
6. Manage the educational setting in a manner that promotes positive student behavior and a safe and healthy environment.
7. Recognize student diversity and create an atmosphere conducive to the promotion of positive student involvement and self-concept.
8. Demonstrate a willingness to examine and implement change, as appropriate.
9. Work productively with colleagues, parents, and community members.
10. May assist students with personal hygiene activities such as toileting, diapering and other personal care activities.
11. Develop and implement appropriate classroom management strategies while maintaining high expectations for student behavior.
12. Utilize appropriate discipline strategies up to and including safely restraining students.
13. Follow board policies and administrative rules and regulations.

Additional Duties and Responsibilities:

1. Communicate accurate and up-to-date information to students in a way that enhances student learning, and includes demonstrating effective writing skills and use of Standard English.
2. Manage time appropriately.
3. Cooperate with administration, parent, and co-workers.
4. Create a positive atmosphere, and arrange the physical environment of the classroom for optimum learning.
5. Demonstrate for students' well-being and positive esteem.
6. Prepare for instruction and show written evidence of preparation.
7. Take precautions to protect equipment, materials, and facilities.
8. Maintain accurate and complete records as required by the school district and report progress, or lack thereof, to parents in a timely manner.
9. Attend and participate in faculty meetings.
10. Complete duties (hall, bus, etc.) as assigned.
11. Leave adequate preparations for the substitute.
12. Encourage cooperation between students.
13. Maintain student involvement in appropriate tasks.
14. Use and apply appropriate conflict resolution skills.
15. Use appropriate techniques, strategies, and materials to achieve the desired instructional goal.
16. Adapt the curriculum to meet the needs of individual students.
17. Use current technology for instructions and management purposes.
18. Use diagnostic data to improve instructional programs.
19. Select, use and interpret evaluation data.
20. Be available to parents, students, administration, and peers outside the school day, if needed.
21. May assist students with personal hygiene activities such as toileting, diapering, and other personal care activities.

SPECIAL EDUCATION TEACHER (CONT'D)

22. Report unsafe or dangerous surfaces and/or conditions in hallways, restrooms, playgrounds, entrances, and classrooms.
23. Report suspected child abuse and neglect.
24. Be responsible for students on field trips.
25. May supervise educational assistants, practicum students, student teachers, and high school vocational lab students.
26. Develop and use community and professional resources.
27. Understand and apply learning theories.
28. Assist the Special Education Department in maintaining compliance with State and Federal regulations.
29. Maintain appropriate data collection and special education files at building.
30. Report identified areas of noncompliance to the Principal, Assistant Superintendent for Special Services or Director of Special of Special Education.
31. Act as a member of the IEP committee when appropriate.
32. Coordinate or serve as a member of the annual review committee.
33. Serve as a case manager for student IEP's.
 - a. Respond to the unique needs of the student.
 - b. Perform other tasks as may be deemed appropriate and necessary as determined by the IEP and the immediate supervisor.
34. Understand and participate in the development, use and implementation of individualized education plans (IEP's), individualized transition plans, including making necessary modifications.
35. Serve as a member of the Student Assistance Team (SAT) as needed.
36. Maintain security for and administer state required assessments.
37. Account for assigned equipment and materials.
38. Maintain confidentiality with sensitive matters.
39. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
40. Report to work on time and work no less than 7.25 hours per day.
41. Work independently with very little supervision.
42. May be required to perform other related duties as assigned by your supervisor(s).

Supervisory Responsibilities:

May supervise educational assistants, practicum students, student teachers, and high school vocational lab students.

Experience and Education:

1. Bachelor's degree or higher.
2. Current New Mexico Teaching license with Endorsements as needed.
3. Valid Drivers' license and Car Insurance (if traveling from site to site)

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

SPECIAL EDUCATION TEACHER (CONT'D)

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site or home visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date