

Job: Special Education Teacher

General Purpose

Responsible for planning, developing, delivering and evaluating appropriate individualized educational services, learning programs and instruction for special needs students in both self-contained and integrated settings in consultation with other school personnel.

Main Job Tasks and Responsibilities

- identify the needs of assigned students through formal and informal assessments
- review referral data, history and assessment data to develop appropriate goals and objectives for each student
- confer with general education teachers regarding the educational, social, emotional and physical needs and objectives of each student
- plan, develop and implement individualized learning plans for each student
- design appropriate teaching strategies
- prepare instructional materials and lesson plans according to Individual Educational Plans (IEPs)
- review IEPs with parents, school administrators and general education teachers
- utilize appropriate methods of learning delivery and instruction to meet the needs of each student in the Least Restrictive Environment (LRE)
- monitor, evaluate and document each student's progress utilizing appropriate measurements and assessment devices
- prepare timely progress reports for each student
- develop and implement necessary interventions and strategies to promote achievement of student objectives
- collaborate and consult with general school personnel regarding the implementation of the IEPs and special educational services
- modify and adapt conventional educational programs and curriculum to meet the requirements of special needs students
- maintain regular communication with parents by means of email, phone calls, conferences and progress reports
- assist parents with understanding and supporting educational objectives, learning expectations and behavioral standards
- ensure adherence to reasonable rules of classroom discipline and order to maintain a secure and effective learning environment
- manage student behavior through monitoring, supervising and assessing behavioral patterns
- utilize appropriate corrective methods to modify behavior
- develop and implement Behavioral Intervention Plans (BIPs) where necessary

- instruct students on socially acceptable behaviors and personal development skills
- prepare special needs students for inclusion and transition to mainstream
- maintain accurate and complete records in compliance with school district regulations and legal requirements
- maintain a current knowledge of special education best practices and trends

Qualifications and Experience

- Bachelors degree in the appropriate field
- valid State teaching certification
- appropriate Special Education endorsements or licensure
- experience in diagnosing and assessing learning disorders
- experience in educating special needs students
- proven effective classroom and student behavior management skills
- knowledge of current special education practices and methodologies
- knowledge and understanding of State, local and federal regulations and policies affecting special education
- working knowledge of educational technology applications

Key Competencies

- organizational and planning skills
- collaboration and team work
- judgment and decision-making
- creative thinking
- problem-solving
- conflict management and resolution
- appreciation of diversity
- adaptability