

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Principal

GENERAL RESPONSIBILITIES

1. Serves in an educator capacity in the teaching, instruction and guidance of students enrolled in various academic courses within the appropriate grade or academic level, using the general education curriculum, or modifying it, to meet the child's individual needs.
2. Serves as case manager for students with disabilities ensuring implementation of special education and related services.

SPECIFIC RESPONSIBILITIES

1. Adheres to established standards regarding curriculum delivery and requirements as established by the School District and applicable educational systems appropriate to the specified course of discipline.
2. Provides professional instruction and teaching to students with disabilities as appropriate to the specified course or discipline and academic level, using various techniques, including individualized and small group instruction, to promote learning.
3. Schedules and prepares for IEP meetings annually (and/or more frequently if needed) describing the student's present level of functioning and proposes measurable IEP goals and objectives for team consideration.
4. Understands the continuum of programming options that can be used to meet the individual needs of the student to provide an appropriate education.
5. Develops individualized educational plans for the provision of specially designed instruction.
6. Participates in the review of the individualized education plan with the student's parents, school administrators, and often, the student's general education teacher.
7. Collects, documents, and analyzes the student's current progress on his/her individualized educational plan, working closely with parents to inform them of their child's progress and suggest techniques to promote learning at home.
8. Organizes and effectively communicates class/course objectives, standards and requirements for successful achievement, e.g., syllabi, tests, specific tasks.

9. Provides guidance and assistance to students as needed in order to ensure appropriate assimilation of the class/course content in an effort to support student success and achievement.
10. Ensures all appropriate measures, including special accommodations, are in effect for students with disabilities.
11. Administers tests and conducts evaluations and grading as applicable to the students' specific assignment.
12. Calculates student scores and grades and submits students' final class/course grade(s).
13. Helps general education teachers adapt curriculum materials and teaching techniques to meet the needs of students with disabilities.
14. Works with students with disabilities in a variety of settings, to include working in one's own classroom teaching only special education students; work as a special education resource teacher and offering individualized help to students in general education classrooms; teach together with general education teachers in classes composed of both general and special education students; or working with special education students for several hours a day in a resource room, separate from their general education classroom. Considerably fewer special education teachers work in homebound or hospitalized environments.
15. Uses specialized equipment such as computers with synthesized speech, interactive educational software programs, and audio systems to assist children.
16. Refers advanced disciplinary issues to appropriate staff/personnel.
17. Functions as part of the problem-solving team(s) at assigned school(s) when appropriate.
18. Performs related duties as assigned.