

# LITTLE WOUND SCHOOL BOARD POSITION DESCRIPTION

## SPECIAL EDUCATION TEACHER

**REPORTS TO:** Special Education Director

**SUMMARY:** To create an instructional program and a class environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge and to establish good relationships with parents and other staff members.

### **DUTIES AND RESPONSIBILITIES:**

1. Plan and prepare instructional tasks that are meaningful and related to learning goals.
2. Provide Instruction to Students
  - Implement approved curriculum
  - Maintain a strong instructional focus utilizing the elements of effective instruction, i.e. RTI, Tiered instruction, differentiated instruction.
  - Incorporate the Lakota culture into lessons
  - 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 through a variety of methods
  - Organize students in cooperative or ability groups when appropriate
  - 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
  - Incorporate technology in lesson plans to enhance student learning.
  - Confer with supplementary teachers (Special Education, Gifted/Talented) regarding the progress, IEPs, and instructional direction of students.
3. Provide Effective Classroom Environment
  - Incorporate and enforce appropriate classroom rules and procedures that are consistent with K-12 student handbook and clearly understood by all students
  - 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 professional development activities.
  - Participate in school/professional and/or community organizations or events
  - Complete routine assigned tasks and comply with school requirements
  - Communicate effectively and professionally with colleagues, parents and students
  - Conduct parent-teacher conferences in accordance with school policy

## 5. Special Education

- 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 school procedures and in a confidential manner

6. Effectively utilize the student information system for taking attendance, grading and reporting.

7. Report student progress to parents and students

8. Maintain confidentiality of student and school records.

9. Serve as supervisor for breakfast, lunch, playground and other student supervisory duties as assigned to maintain a safe school environment.

10. Administer approved student assessments and standardized testing.

11. Adhere to LWS policies and procedures.

12. Support of the LWS mission, goals and LWS Board initiatives.

13. Perform other duties as assigned.

### **WORKING CONDITIONS:**

1. Works Inside and Outside
2. Climatic Environment: Some classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.
3. Hazards: Stairs, chalk dust and exposure to communicable diseases may be potential hazards. In labs/classrooms there could be exposure to toxic chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions.

**Physical Requirements:** Constant hearing; intermittent speaking, standing, walking and writing. Frequent carrying, keyboarding, and other repetitive motions.

**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 the use of technology to enhance student learning.

### **QUALIFICATIONS:**

1. Bachelor's degree and endorsements in the areas of teaching assignment. Certification, alternative certification or licensure: current, valid South Dakota teaching certificate.
2. Knowledge of Indian reservations or experience teaching Indian children preferred.
3. Indian Preference considered pursuant to P.L. 93.638.
4. Veteran's preference is considered by verification of DD-214.
5. Must successfully pass pre-employment screening.

**DATE APPROVED:** March 3, 2014