

TITLE: SPECIAL EDUCATION TEACHER

QUALIFICATIONS:

1. Maintains a valid Massachusetts DESE teacher certification that is appropriate for the grade level and subject area assigned. (Bachelor's degree or higher from an accredited college or university.)
2. Highly Qualified as per Massachusetts Department of Elementary and Secondary Education (DESE).
3. Proven ability to relate to a variety of constituencies, including but not limited to: administrators, parents, teachers, students, other school staff and visitors.
4. Possess good communication skills both verbal and written.
5. Demonstrated aptitude or competence for assigned responsibilities.
6. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members, students, and with the larger educational community.
7. Such alternative to the above qualifications as the school department may find appropriate and acceptable.

REPORTS TO:

Building principal, program manager and special education administration.

JOB GOALS:

1. To provide a well-organized, smoothly functioning class environment in which students can access and make progress towards Massachusetts standards based curriculum and develop social and emotional skills in order to participate in society.
2. To work collaboratively with all school staff in order to implement student Individualized Education Plans.
3. Provide a safe and supportive educational environment for all students.

PERFORMANCE RESPONSIBILITIES (include but are not limited to):

1. Participates in/follows all federal and state mandated procedures and timelines for the identification of students requiring special education services within the school setting, including the administration of appropriate formal and informal assessment tools/measures based on the suspected area of disability.
2. Develops an appropriate Individualized Education Plan for all students that are determined eligible for special education services. This includes the creation of short

and long term goals, based on assessment data and targeted curriculum standards, for all of the students' areas of identified disability.

3. Participates in all federal and state mandated procedures and timelines for case management for all identified students, i.e. team meetings and liaison to regular education settings
4. Schedules, meets and instructs assigned students in the locations and at the time designated.
5. Supervises all assigned students and any assigned paraeducators.
6. Plans a program of study that meets the individual needs, interests and abilities of the students.
7. Creates a classroom environment that is conducive to learning student engagement.
8. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor.
9. Guides the learning process toward the achievement of curriculum standards and establishes clear objectives which reflect these standards for all lessons, units, and projects.
10. Employs a variety of instructional techniques and instructional media.
11. Implements the school districts strategic plan and individual school improvement plans.
12. Evaluates and documents student work on a regular basis and provides progress reports as required.
13. Seeks the assistance of district specialists as needed and required.
14. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
15. Maintains accurate and complete, student records as required by law, district policy, and administrative regulation.
16. Follows individual student safety plans, IEP's, 504's, health care plans, etc.
17. Assists the administration in implementing all policies and rules governing student life and conduct and, for the classroom, develops reasonable rules of classroom behavior and procedure, maintaining order in the classroom in a fair and just manner.
18. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
19. Communicates classroom plans with paraeducators on a regular basis.

- 20. Strives to participate in professional development opportunities to remain current in the educational field.
- 21. Attends staff meetings and serves on staff committees as required.
- 22. Establishes and maintains cooperative relationships with others.
- 23. Establishes and maintains open lines of communication with students, colleagues, and parents concerning both the broad academic and behavioral progress of assigned students.
- 24. Performs other related tasks and assumes other related responsibilities as may from time to time as assigned by the Principal and/or Program Manager.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

TERMS OF EMPLOYMENT: *School Calendar Year*

EVALUATION: *Performance of this job will be evaluated annually in accordance with the provisions of EAPC Teachers' Contract on the evaluation of teachers.*

SALARY: *Per current EAPC Teachers' Contract*

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Revision Plymouth School Committee:

Plymouth School Committee - Updated:

Information: December 18, 1995	Information: March 5, 2018
Discussion: December 18, 1995	Discussion: March 5, 2018
Approved: December 18, 1995	Approved: March 5, 2018