

## **JOB DESCRIPTION: SPECIAL EDUCATION TEACHER**

<b>DIRECT REPORT</b>	1 <sup>ST</sup> - DIRECTOR OF EDUCATION 2 <sup>ND</sup> - ASSISTANT DIRECTOR OF EDUCATION
<b>STAFF SUPERVISION</b>	OVERSEES THE DUTIES OF THE TEACHER ASSISTANT IN CONJUNCTION WITH HIS/HER DIRECT REPORT.

### **BASIC FUNCTION:**

Provides instructions and guidance of core competencies and various other subjects to students with special needs. Contributes to the educational, social, and psychological development of students with special needs.

### **DUTIES**

Meets the professional Common Core of Teaching for the State of Connecticut.

Plans content that directly addresses to meet the Common Core State Standards and/or other appropriate Connecticut content standards. Clearly communicates learning expectations to students and sets a specific purpose for instruction and helps students to see how the learning is aligned with Common Core State Standards and/or other appropriate Connecticut content standards

Develops daily lesson plans for Administration to review and approve. Alternate lesson plans are to be prepared and submitted to office. Alternate plans should include emergency information, BIP's and accommodations and modifications as well as criteria required for daily plans.

Implements goals and objectives through appropriate procedures and materials as dictated by the most recent I.E.P.

Documents academic, behavioral, and social/emotional areas of student performance

Attends P.P.T. meetings, I.E.P. reviews, and parent/teacher conferences

Collaborates with colleagues and other co-workers daily to support a productive, creative, and positive work environment.

Adheres to all policies and philosophy of the Intensive Education Academy:

- Discipline
- Confidentiality
- Punctuality
- Student Rapport
- Communication (parent and administration)
- Staff/parent meetings
- Emergency procedures

Keeps up-to-date on and adheres to contents of the I.E.A. Faculty Handbook.

Maximizes instructional time by effectively managing routines and transitions.

Co-teaches, consults, and collaborates with Specials Subject Teachers (Art, Music, PE, Technology) and Related Services personnel to provide expertise in understanding emergency information, IEPs, BIP's, Modifications and Accommodations for their students

Promotes student engagement, independence, and interdependence in learning and facilitate a positive learning community

Assesses student learning, providing feedback to students and adjusts instruction.

Promotes developmentally appropriate standards of behavior that support a productive learning environment for all students.

Engages in continuous professional learning to impact instruction and student learning

Is responsible for assigned and non-teaching duties as outlined by Administration.

**EDUCATIONAL REQUIREMENTS**

Bachelor degree in Special Education. Master Degree in Special Education preferred.

**JOB REQUIREMENTS**

CT State Teacher Certification in Special Education

**TECHNOLOGY**

Microsoft Office Suite (Excel, Word, PowerPoint)

Google Software

IPads

Data base user interface and query software (i.e.: blackboard, school software, etc.)

Student Information Software (RenWeb, Frontline IEP, etc.)

**OTHER GENERAL KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledgeable of and adheres to the Connecticut Code of Professional Responsibility for Teachers

Knowledgeable of and adheres to all policies and the philosophy of the Intensive Education Academy.

Is creative and innovative to provide strong motivation for each student

Understanding of confidential material and conversations. Respects the sensitivity of confidential information, documents, a

Ability to co-teach, collaborate, and effectively consult with all educational staff to address each student's needs through a T

Ability to foster a positive and caring work environment.

Possesses excellent communication skills (verbal and written).

Ability to maintain professional conduct

Caring, compassionate and empathetic character.

Ability to think critically and listen actively.

Ability to read and understand and communicate information and ideas presented in writing.

Ability to have appropriate and professional contact with others

Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Ability to be cooperative and collaborative.

Ability to be adaptable and flexible. Be open to change.