WEST CLERMONT LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Special Education Elementary Program Teacher
Reports To: Principal
FLSA Status: Certified
Approved Date: 3/11/2024

GENERAL DESCRIPTION

The special education teacher assures student achievement and quality student work by creating and implementing instructional strategies, based on current research and best practices, to meet district goals and state and national standards. The special education teacher also holds students accountable to high expectations, develops critical and creative thinkers, and provides safe, attractive learning environments conducive to positive learning. The special education teacher provides students identified with disabilities a program that enables each student to maximize their physical, emotional, intellectual, and social potential by performing the duties below.

ESSENTIAL DUTIES AND RESPONSIBILITIES Note: other duties may be assigned.

- Implement all roles specific to a special education program teacher within the school district.
- Writes individual education plans for students with disabilities and provides the parents with annual reviews.
- Implements IEPs by providing service to individuals and groups in special education intervention areas.
- Plans curriculum, lessons, modifications, accommodations and teaching methods and strategies.
- Modifies curriculum for students with a disability in the regular classroom.
- Collaborates with parents, professional staff and agencies regarding issues of each student as needed.
- Prepares, writes, and implements FBAs and BIPs.
- Locates and utilizes a wide range of teaching materials and equipment including developmental learning materials, instructional games, and resource activities.
- Establishes and maintains standards of responsibility and cooperative student behaviors.
- Monitors student progress in all educational settings and reports progress to parents and teams according to district policy.
- Participates in multi-factored evaluation team meetings.
- Uses appropriate assessment tools and evaluation instruments to evaluate student progress toward IEP goals and objectives.
- Collaborate with general education teachers, parents, related service providers, and other school staff to identify supports and strategies to embed into the routines of the day to support students with a disability.
- Follows all policies and procedures for the provision of special education as established by the Ohio Department of Education.
- Accesses job embedded coaching support.

SUPERVISORY:

May directly supervise paraprofessionals. Carry out supervisory responsibilities in accordance with the organization's policies and negotiated agreements. Responsibilities include training employees, planning, assigning and directing work.

QUALIFICATIONS

Ohio licensure as an Intervention Specialist - (Moderate to Intensive preferred, but not required). The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Experience with best practices for supporting students with autism is desired (e.g., structured teaching, Applied Behavior Analysis, PECS, and sensory supports).
- Experience working with teaching and supporting students with disabilities, their families, and other community supports.
- Experience implementing IEPs.

- Experience working consultatively and collaboratively with a team of professionals.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid certificate/ license as issued by the Ohio Department of Education; Certificate, Licenses and/or registrations as applicable to position duties and responsibilities and/or as required by the Board of Education.

LANGUAGE SKILLS
Ability to communicate effectively with students, parents, colleagues, and administration. Ability to read, analyze and interpret testing and survey results, financial reports, and legal documents. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

OTHER SKILLS AND ABILITIES
Ability to apply knowledge of current research and theory to instructional programs. Ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written or oral communication. Ability to use computers for classroom instruction and record keeping. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, reach with hands and arms, handle or feel and talk or hear. The employee frequently is required to stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move more than 75 pounds if required to move an injured student or employee.

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.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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Signature Date