WEST CLERMONT LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Special Education Unit Teacher
Reports To: Principal
FLSA Status: Certified
Approved Date: 3/14/2022

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 belows.

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

- Implements IEPs by providing service to individuals and groups in special education intervention areas.
- Prepares, writes, and implements FBAs and BIPs.
- Plans curriculum, lessons, modifications, accommodations and teaching methods and strategies.
- Provides to local, state and national departments of special education, individual student and group progress as required.
- 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.
- Writes individual education plans for students with disabilities and provides the parents with annual reviews.
- Assists in screening, evaluating, and placement of students.
- Prepares program reports and assessments/evaluations as appropriate and necessary.
- 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.
- Conducts study groups and administers tests in small group settings.
- Completes vocational schools assessment and attends annual meetings at vocational schools as applicable.
- Participates in multi-factored evaluation team meetings.
- Monitors students' academic history and education credits for graduation when applicable.
- Uses appropriate assessment tools and evaluation instruments to evaluate student progress toward IEP goals and objectives.
- Follows all policies and procedures for the provision of special education as established by the Ohio Department of Education.
- Supports and participates in the IBA process.

SUPERVISORY:

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

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. 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.

_____ _____

Signature Date