

Job Description:

Special Education Teacher

Qualifications:

- ❖ Master's/Bachelor's degree in Special Education
 - ❖ Valid Arizona Teaching Certificate in the field of Special Education (i.e., mentally handicapped, Cross Categorical Special Ed).
 - ❖ CPR, First Aid, and Valid AZ Fingerprint Clearance Card
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- Work hours are from 7:30 to 3:00 or 8:00 to 3:30.
 - The times before and/or after school are to be used as prep time for classroom materials, planning events, meetings, and/or paperwork.
 - Coordinate meeting times between therapy staff, families, case managers, appropriate school district personnel, group home staff, and any other parties at parents request or district request and following IEP development process. (see page 2)
 - Develop goals with team and discuss these prospective goals in the class meetings & IEP development meetings.
 - Work with Special Educational Coordinator to finalize IEP.
 - Facilitate the IEP meeting
 - Conduct formal educational assessments (BCP, Brigance, AIMS-A, etc.)
 - Daily data collection for IEP goals, behavioral data & behavior plans, and/or assessments.
 - Provide training, supervision, & monitoring of para-educators who may be collecting data
 - Prepare quarterly data reports as well as any other progress reports required and submit to districts.
 - Gather and report regression data (pre and post break) to document need for extended school year services per district request.
 - Keep track of anticipated IEP date(s), re-evaluations, etc. (Follow IEP process flow chart)
 - Implement curriculum with modifications and adapt individual lesson plans and instructional materials for student grade level, ability level, etc to the needs of each pupil.
 - Document all contacts made with districts, families/guardians, case managers, on professional contact log, attached etc.
 - Supervise & oversee the assistant staff in classroom
 - Assess present levels of educational performance for each student adjust and adapt curriculum and instruction as needed.
 - Collaborate with therapy and classroom staff involved with the students as needed.
 - Train staff in the self-help skills each student requires which is the responsibility of all staff (toileting, feeding, hand washing, tooth brushing, etc.)
 - Evaluates/assess students academic, behavior, social, self-help, etc progress & maintains appropriate records (data sheets), and prepares progress reports
 - Attendance & participation in orientations, staff meetings and/or in-services are mandatory
 - Electronic Communication
 - Communication (i.e.: Memo's, Calendars, etc.) will be transmitted via the email system.
 - Performs other duties as assigned or required.
 - Maintains a program inventory of materials and supplies and ensure that equipment, materials and supplies are handled properly secure them properly when not in use.
 - Prepares daily/weekly lesson plans and develops daily lesson/learning materials.
 - Makes provisions to be available to students and parents for education related purposes outside the regular instructional day when such encounters are required or requested under reasonable terms.