



## **Position Description**

### **School District of Monroe**

- JOB TITLE:** Teacher – Special Education
- CLASSIFICATION:** Professional Staff
- JOB OBJECTIVE:** Plan and provide for appropriate learning experiences for students with various identified disabilities in a variety of educational settings. Provide a flexible class environment favorable to learning and individual growth. Motivate students to develop skills, attitudes, and knowledge sufficient for a solid foundation for higher grade education in accordance with each student's abilities.
- REPORTS TO:** Building Principal
- QUALIFICATIONS:** Current Wisconsin Department of Public Instruction teaching certificate required for the assigned instructional area(s). Related bachelor's degree from an accredited university. Technology and social media skills appropriate for the assigned instructional area(s).
- ESSENTIAL DUTIES:**
- Employ special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, social/emotional skills, language, cognition, and memory
  - Modify the general education curriculum for students with disabilities based upon a variety of accepted instructional techniques and technologies to maximize inclusive classroom opportunities based on least restrictive environments
  - As appropriate, positively participate in team/co-teaching opportunities
  - Instruct students in academic subjects using a variety of techniques to reinforce learning to meet students' varying needs, interests, and cognitive capabilities
  - Teach socially acceptable behavior, as determined by the students' Individualized Education Programs (IEPs) Meet with parents to discuss their children's progress and to determine priorities for their children and their individualized educational needs

- Confer with parents, administrators, teachers, social workers, and other professionals to develop Individualized Education Programs (IEPs)
- Supervise Educational Assistants and maximize their value in the classroom setting
- Prepare, administer, and grade formative and summative assessments to evaluate students' progress
- Establish and utilize productive relationships with parents/guardians, students, staff, and community
- Establish and enforce rules for behavior and procedures for maintaining an environment conducive to learning for all students
- Develop plans for effective communication, monitoring, and follow-up of students in inclusive classroom settings
- Provide crisis intervention, as needed, for students in all classroom settings
- Maintain accurate and complete student records in accordance with district policies and state requirements
- Enforce Administration policies and rules governing assigned students and class activities
- Plan and conduct activities for a balanced program of instruction, demonstration, and student work time
- Plan and facilitate class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from these opportunities
- Participate cooperatively with the Building Principal or other administrator in activities providing for teacher performance evaluations and educator effectiveness in accordance with district policies and state requirements
- Collaborate with other staff members on student achievement and instructional methods
- Attend staff meetings and serve on committees as required
- Perform administrative duties such as assisting in the school media center, hall and cafeteria monitoring, and bus loading and unloading
- Serve as a positive adult role model during interactions with students

**ADDITIONAL DUTIES:**

- Additional duties as deemed appropriate at the sole discretion of district leadership
- Maintain a current education knowledge base through educator networks, educational workshops and professional publications

*Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.*

REVISED:        May 2020