



Respectful, Responsible, Safe & Prepared

POSITION DESCRIPTION

Special Education Teacher

ORGANIZATIONAL RELATIONSHIPS

Special education teachers are responsible to develop and implement individualized education plans for students with disabilities and provide each student with the individually-tailored instruction and learning experience they need. To accomplish this, special education teachers must work closely with our students, parents, teaching staff, and administrators to provide assessment, analysis, planning, and instruction for students with disabilities.

PERFORMANCE RESPONSIBILITIES

1. Demonstrate knowledge of individual and group involvement as it relates to IEP team roles and responsibilities.
2. Demonstrate knowledge and ability for the assessment of student skills and abilities, including reviewing, analyzing and incorporating information presented through referral data.
3. Conduct and document interviews, including both formal and informal observations, utilizing valid and reliable tests to reach appropriate educational conclusions regarding current behavioral, social and academic functioning.
4. Provide the primary leadership and input in the development of the IEP relating to each child's identified needs, including a method to maintain student progress, with input from regular education teachers, parents, psychologists, school social workers, therapists, and others deemed appropriate by or for the IEP Team.
5. Annually review and update the child's IEP with input and assistance from parents, other special and regular education teachers, and supportive staff who work with the child.
6. Maintain appropriate communications with teaching staff, resource personnel, parents, and administration.
7. Communicate on a consistent basis with individual teachers involved with assigned special education students.
8. Use language and expression which will promote positive interactions and response from others to achieve total team effectiveness.
9. Provide inservice education and serve as a consultant to teachers and school staff members on topics concerning students with disabilities.
10. Attend staff meetings and serve on staff committees as appropriate.
11. Demonstrate professional responsibility in meeting all record and reporting requirements established by state and federal laws and administrative procedures.
12. Other duties as assigned.

QUALIFICATIONS

Current special education teaching license validated by the Wisconsin Department of Public Instruction.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
2. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.
3. The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT

1. This position is considered full time.
2. Special Education teachers report to Building Principal and Director of Student Services
3. Compensation will be based on the district's teacher salary matrix.

CREATED: 04.13.2022

REVISED:

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Superintendent of Schools is the compliance officer. Please call 715.258.4500 with questions or concerns.