



Job Title: **Special Education Classroom Teacher**

Department: **School**

Supervisor: **Principal**

Lane Placement: **Licensed Salary Schedule 186**

Schedule: **Varies / 186 days** Evaluation Group: **CTESS**

FLSA Classification: **Exempt**

## JOB DESCRIPTION

The Special Education Classroom Teacher is responsible for providing education to children with disabilities and creating a positive learning environment where students develop the skills to become critical thinkers, problem solvers, lifelong learners and productive citizens. Special Education Classroom Teachers maintain a safe environment; establish rapport with students, parents and colleagues; motivate pupils to develop attitudes and knowledge that will help them reach their potential and be prepared for higher levels of education. Special Education Classroom Teachers adjust, modify, and differentiate curriculum and use effective research-based methods of instruction to suit each student's needs.

## ESSENTIAL FUNCTIONS

- Teach students with disabilities the core content area(s) outlined in the USOE's Core Curriculum, and adopted by the Board of Education, using research based strategies and materials correlated with other approved learning activities and adjusted to suit each student's needs.
- Administer and score standardized measurements.
- Write and conduct IEP meetings.
- Maintain student records as required by IDEA.
- Case Manager to Special Education Students.
- Assure confidentiality of all students' information.
- Instruct pupils in citizenship.
- Meet regular, punctual and predictable attendance requirements.
- Develop lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of the child.
- Translate lesson plans into learning experiences to best utilize the available time for instruction.
- Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluates pupil's academic and social growth, maintains appropriate records, and prepare progress reports.
- Communicate with parents through conferences, telephone calls, e-mails, student planners, school website, and other means, to discuss the pupil's progress.
- Identify pupil needs and cooperate with other professional staff members in helping pupils solve health, academic, social and psychological challenges.
- Create an effective learning environment for learning through functional and attractive displays, bulletin boards and interest centers.
- Utilize computers and other technological classroom support equipment in student instruction.
- Provide and maintain a safe and supportive environment in the classroom and on the school campus.
- Maintain professional competence through in-service education activities provided by the school district and self-selected professional growth activities.

- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission.
- Be a positive role model.
- Participate in faculty meetings as required.
- Participate in team meetings.
- Function as a member of the special education team.
- Administer appropriate pupil attendance policies and procedures.
- Participate in appropriate educator evaluation procedures as per district guidelines.
- Participate in faculty committees and the sponsorship of pupil activities.
- Select and requisition books and instruction materials; maintain required inventory records.
- Administer group standardized tests in accordance with state and district testing procedures.
- Model professional and ethical standards when dealing with students, parents, peers, and community.
- Is responsible for understanding and adhering to laws, district policies, and procedures.
- Requires strong oral and written communication skills with students, parents, and staff.
- Requires strong computer and educational technological skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to implement effective teaching strategies.
- Requires the ability to establish and maintain a positive learning environment.
- Requires the ability to calmly handle classroom management issues.
- Requires the ability to establish and maintain effective working relationships with pupils, parents, school staff, district staff, and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently with little direct supervision.
- Knowledge of State Core Curriculum and Board of Education adopted guidelines.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

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| <ul style="list-style-type: none"> <li>• This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.</li> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</li> <li>• The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.</li> </ul> |
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### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a Bachelor's Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah within the relevant "License Area of Concentration" and, if applicable, "Endorsement".

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- While performing the duties of this job, the teacher is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The teacher is occasionally required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

*Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
 It is the employee's responsibility to review and adhere to all district policies and procedures.  
 This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 06/11/2020