

Job Description
La Porte Community School Corporation
(South La Porte County Special Education Cooperative)

JOB TITLE: Special Education Teacher

IMMEDIATE SUPERVISOR: Building Principal with oversight by Special Education Supervisor

SUMMARY: Provide instruction at the elementary or secondary level to special needs children, adapting teaching techniques and methods of instruction to meet individual needs of students in a least restrictive environment by performing the following duties.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Develop, write, review and update Individual Education Programs (IEP) in accordance with Article 7, (IDEA).
2. Monitor the implementation of the student's IEP.
3. Provide technical assistance and consultation to the student's general education teachers, related services providers, paraprofessionals, and other school personnel interacting with the student based on the student's IEP.
4. To determine appropriate accommodations or modifications for students with disabilities.
5. Collaborate with general education teachers to appropriately collect data and develop functional behavior assessments and behavior intervention plans.
6. Provide special education services outlined in the IEP in the least restrictive environment to students with disabilities.
7. Ability to work with concepts and content appropriate to the students' grade/ability level.
8. Demonstrate organizational skills in scheduling and writing IEPS, scheduling conferences, planning lessons, and providing instruction in a timely fashion as outlined in state regulations and local procedures.
9. Responsible for all other activities identified in Article 7, 511 IAC 7-17-72.
10. Supervise and evaluate instructional assistants in the provision of instruction, behavioral intervention, personal/private care and hygiene needs when necessary and specified in the IEP.
11. Physically be able to write and / or type for development and maintenance of student records, preparation and delivery of lessons, as well as providing feedback on student work.
12. Maintain student confidentiality by complying with all the rights to student's confidentiality (FERPA), both in and out of the school environment.
13. Ability to effectively communicate with students, parents, and staff.
14. Provide visual auditory and demonstrations to students for the purposes of instruction.
15. Properly completes local, state and Federal reports and records as required.

QUALIFICATION REQUIREMENTS: 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. 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.

EDUCATION and/or EXPERIENCE:

Bachelor's degree is a minimum requirement. Individual must be eligible for appropriate licensing in their assigned program and level: Mild Interventions, Severe Interventions, Communication Disorders, Hearing Impaired, Visually Impaired, etc.

LANGUAGE SKILLS:

Ability to read and interpret documents such as textbooks and/or teacher's guides, student IEPs, Behavioral Plans, procedure manuals, safety rules, operating and maintenance instructions. Ability to write routine reports, student IEPs behavior plans, and correspondence. Ability to speak effectively before groups of children, parents or employees of the school organization.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts appropriate the students' grade/ability level. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 the job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit in a chair and on the floor; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee may need to physically restrain a student for safety reasons. The employee must frequently lift and/or move up to 10 pounds and must be able to lift and/or move up to 50 pounds. The employee must be able to complete a one and/or two person transfer for the purpose of positioning or bathrooming a student. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not an inclusive, of those commonly associated with this type of work: Pen, pencil, pointer, slate, stylus, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, augmentative devices, computers, various computer programs, copy machine.

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.

TERMS OF EMPLOYMENT: Ten-month (189-day) year. Salary and work schedule to be determined by current salary schedule and position-appropriate work calendar