

Cochrane-Fountain School District – Job Description

Title: Special Education Teacher

Summary

The special education teacher is responsible for providing adopted educational programming as prescribed in the Individual Education Plan (IEP), evaluate and assesses student progress against instructional objectives, follow State and Federal mandated due process procedures and functions as IEP Manager to assigned students.

Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Demonstrate proficiency in the Wisconsin Educator Standards.

Professional Knowledge

- Demonstrate an understanding of the intellectual, social, emotional, and physical development of the learner.
- Promote and model respect for individual and cultural differences.
- Use district, school, family, and community resources to help meet learner and/or program needs.
- Identify various learning styles and individual needs to assist in the implementation of intervention plans.

Communication and Collaboration

- Initiate, maintain, and appropriately document communication to support the needs and progress of the learning community.
- Support learner success and well-being by working collaboratively with stakeholders.
- Collaborate with stakeholders to design, implement, and/or support services for specific learner or program needs.
- Respond promptly to learner, family, staff, and community concerns.
- Actively assume an advocacy role for learners and families.
- Use resources, including technology, to effectively communicate with stakeholders.

Assessment

- Use assessment information in making recommendations or decisions that are in the best interest of the learner/school/district.
- Use assessment data to modify strategies, interventions, services, and programs.
- Use data to assess learner and/or program needs.
- Use data to assess learner and/or program outcomes.

Program Planning and Management

- Understand and follow applicable local, state and federal regulations, policies, guidelines, and procedures.
- Provide a safe and appropriate environment for service delivery.
- Organize and maintains appropriate program and learner records.
- Maintain fidelity in delivering programs and services.

Program Delivery

- Select, develop, organize, implement, and support curriculum for specific learner and/or program needs.
- Use technology, materials, and other resources as appropriate to deliver services and programs.
- Present information and provides services using a variety of strategies or approaches to meet the needs of the learning community.
- Collaborate with instructional staff to design, implement, or support services for specific learner or program needs.

Professionalism

- Follow federal and state guidelines related to teaching assignment.
- Build positive and professional relationships with parents/guardians through frequent communication concerning students' progress.
- Work in a collegial and collaborative manner with administrators, other school personnel, and the community to promote continuous improvement.
- Evaluate and identifies strengths and areas for growth related to professional skills.
- Set measurable goals for improvement of skills and professional performance.
- Participate in professional growth activities and incorporates learning into professional practices.

Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Satisfactorily complete all annual requirements of the Educator Effectiveness process.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Administration

Typical Physical Requirements

- Exertion of 10-50 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

Qualifications for Employment

Required

- Possess a minimum of a B.S/B.A. degree and a valid Wisconsin Teaching License in the assigned area of teaching.
- Interpersonal skills to interact courteously and effectively with students, teachers, administrators, and the public.

Preferred

- Prior successful teaching experience.
- DPI licensure in multiple areas.
- Additional certifications that would enhance the educational experiences of students or add value to the educational program.

Terms of Employment

Employment is full time during the regular school year whenever students are in session with the exclusion of breaks and holidays. Salary, benefits, and other compensation to be recommended by the Superintendent and approved by the School Board.

Evaluation:

Annual evaluation to be completed by the Principal or Assistant Principal.

Adopted by the Cochrane-Fountain City School Board: 2/17/2021