

JOB DESCRIPTION

Kansas City, Kansas Public Schools

TITLE: **Special Education Teacher**

JOB GOAL:

To provide students with the ability to obtain knowledge, information, skills and to have a sense of self-worth and dignity that will help them be successful as they transition from high school to the community.

ESSENTIAL FUNCTIONS:

To advocate for the rights of students with special needs.
To develop and maintain a positive professional working relationship with student, parents, teachers, administrators and other service providers.
To be responsible for planning instructional programs for the classroom. This includes, but is not limited to, individual plans as outlined on students' Individual Education Programs.
To serve as a liaison between the school and the community.
Establish I.E.P./annual review meetings, affording parents' and student's right to input and notifying all service providers per local guidelines.
To serve as an active member on the I.E.P. team for students, served yet not on the caseload.
Develop and maintain all I.E.P.'s in accordance with federal, state and local guidelines.
Maintain close communication with mainstream teachers and other service providers, keeping them fully informed of student progress.
To carry out other responsibilities as assigned by the building administrator or special education administrator.
Perform additional duties which will provide a positive role model for the student to follow both in the classroom and outside of the classroom setting.
Evaluate student performance by performing diagnostic testing necessary in preparing for annual reviews and eligibility staffings, as well as quarterly updates on the I.E.P.
Monitor student progress in mainstreamed classes.
Assist in establishing class schedules.
Supervise, evaluate and help train paraprofessionals as assigned.
Request equipment and supplies as necessary to meet objectives as outlined on individual student's I.E.P.s
Demonstrate curriculum knowledge and teaching strategies.
Implement behavioral intervention plans, as necessary
To be responsible for other duties deemed necessary and appropriate as outlined in federal, state and local guidelines and students' Individual Educational Program.
Ability to work a full duty day in the location or locations assigned by the supervisor.
Physical and emotional ability to perform required work and move about as needed in the fast-paced, highly intensive school environment.
Maintain a neat and appropriate appearance
Other duties as assigned

COMMUNICATION

Maintains communication with teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students.

Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community.

Completes accident/incident reports for students/staff.

Compiles data for statistical purposes.

Maintains confidentiality regarding educational records.

ORGANIZATION

Maintains a daily log of school/staff visits and documentation.

Maintains the daily environment of the health office facility and supplies.

Utilizes existing technology effectively in the performance of duties.

Performs other related work as required.

QUALIFICATIONS:

Meet the employment qualifications set forth by the Kansas City, Kansas Board of Education and the Kansas State Department of Education.

Hold or be eligible for Kansas certification appropriate for the position

Must be tolerant and understanding of students with special needs.

Show initiative, creativity, self-motivation and good judgment.

Demonstrate good judgment, adaptability and flexibility.

Respect confidentiality.

Excellent interpersonal skills, professional judgment, oral and written communication

Be efficient and organized in "paper management"

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.

LANGUAGE SKILLS: Ability to read and analyze and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, general curriculum and learning theories, correspondence, and protocols. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public.

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 this job, the employee is regularly required to sit, walk, stand and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 pounds such as pushing on a bike ore wheelchair, or moving/rearranging furniture. While performing the duties of the job the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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 loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

TERMS OF EMPLOYMENT: 186 days

SALARY: Based on USD #500 Salary Schedule

REPORT TO: Principal

EVALUATION: Performance will be evaluated in accordance with Board of Education policy

