

WATCHUNG BOROUGH PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: SPECIAL EDUCATION TEACHER

REPORTS TO: Building Principal/Director of Special Education

QUALIFICATIONS: As set by State certification, Federal requirements and Board of Education policies

JOB GOAL: Provide special education students with learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Develop or modify curricula and prepare lessons and other instructional materials to student ability levels. Work in self-contained, team, departmental, or itinerant capacity as assigned.

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with students, parents, and other members of staff to assist in the development of IEPs for each student.
2. Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.
3. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
4. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in classes with assignments.
5. Participate in Child Study Team meetings as required.
6. Conducts assessment of students and utilize results to plan for instructional activities.
7. Present subject matter according to the goals and objectives established by the IEP.
8. Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.
9. Plan and supervise assignments for instructional aide(s).
10. Use technology in the teaching/learning process.
11. Conduct ongoing assessments of student achievement through formal and informal testing.
12. Supervise personal care and medical care, of students as stated in IEP.
13. Be a positive role model for students.
14. Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
15. Consult with case managers regarding management of student behavior according to IEP.
16. Assist in the selection of books, equipment, and other instructional materials as required.
17. Establish and maintain open communication by conducting conferences with parents, students, the Principals, and teachers.
18. Maintain a professional relationship with colleagues, students, parents, and community members.
19. Use effective communication skills to present information accurately and clearly.
20. Participate in staff development activities to improve job-related skills.
21. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
22. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
23. Attend and participate in faculty meetings and serve on staff committees as required.
24. Maintain confidentiality.
25. Supervise instructional aide(s).
26. Other duties as assigned.

TERMS OF

EMPLOYMENT: As set forth in the collective bargaining agreement between the Board and WBEA.

EVALUATION: Annual in accordance with Board policy

APPROVED: February 13, 2019