Lenawee Intermediate School District

ROLE DESCRIPTION

Position: Special Education Teacher

SUMMARY OF THE ROLE: Provide each student with a disability an educational program that will enable him/her to reach their fullest physical, emotional, psychological and behavioral potential

Service Area: Special Education

Reports To: Executive Director – Special Education

Supervises: N/A

Work Location: Milton C. Porter Center (Adrian, MI)

A day in the life:
A typical day involves providing individualized instruction based on each student's IEP, creating a supportive classroom environment, and using a variety of teaching strategies and assistive technology. You monitor student progress, maintain required documentation, collaborate with parents and school staff, and participate in meetings and professional development. The primary focus is helping students achieve academic, social, and personal growth while ensuring compliance with special education requirements.

ESSENTIAL DUTIES OF THE ROLE *include the following. Other duties may be assigned.*

- Actively participates in the annual school improvement process
- Provides an education program for students with specific disabilities in the locations and at the times designated
- Plans a program of study that meets the individual needs, interests, and abilities of the students. These plans shall comply with the following and be aligned with school improvement plans:
    - Be developed in accordance with the students' needs in the cognitive, affective and psychomotor domains
    - Special attention will be given to personal adjustment, career exploration, physical education and career/job skills/work skills training
    - Shall include a statement of the present levels of educational performance of the student and a statement of annual goals, including short-term instructional objectives and performance objectives
    - Will be in compliance with federal, state and district policies and regulations
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
- Prepares written lesson plans for each student for each day and has them available in the classroom for use by a substitute teacher; these plans shall be available to the supervisor upon request
- Encourages students to set and maintain standards of classroom behavior
- Guides the learning process toward the achievement of curriculum goals and establishes clear objectives for all lessons
- Employs a variety of instructional techniques and incorporates the use of assistive technology
- Evaluates the progress of each student enrolled in the program and keeps parents, teachers, therapists, and the LISD Supervisor/Principal informed of students' progress. The student progress reports are to be in accordance with the school district's reporting procedures
- Assists in evaluating and recommending placement of students in appropriate program
- Plans and supervises purposeful assignments for teacher assistant and/or volunteers; provides feedback of assistant's performance to the Principal
- Assists the administration in implementing all policies and/or rules governing student learning and conduct, and for the classroom develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner
- Provides a parent participation and educational component for the program
- Actively participates in the LISD Teacher Evaluation process
- Attends staff meetings and assumes other related responsibilities as requested and as outlined in the master contract
- Works cooperatively with other staff members in planning, implementing and maintaining a coordinated program which supports the LISD Student Outcomes
- Assists in developing all necessary procedural guidelines used in the department
- Complies with rules and regulations around Child Find
- Maintains accurate, complete, and correct records as required by law, district, policy, and administrative regulation
- Makes provisions for being available to students, their parents/guardians, and school staff for education related purposes both during and outside the instructional day when required or requested to do so under reasonable terms

- Maintains professional competence in the field by attending and participating in professional organizations, workshops, and conferences
- Provide consultation and collaboration to students, their family members, and school staff
- Supports Strategic Plan
- Focuses on student achievement and growth

POSITION COMPETENCIES, SKILLS, AND ABILITIES

Strong organizational, communication, and computer skills with the ability to manage multiple priorities, coordinate schedules, analyze information, and adapt to changing needs.

PHYSICAL DEMANDS

This position may require occasional reaching, stooping, bending, kneeling, or crouching. The employee must be able to move throughout the workday, including periods of standing, walking, talking, reading, and using visual and auditory abilities necessary to perform essential job functions, with or without reasonable accommodation.

UNIVERSAL HEALTH PRECAUTIONS

- Practices universal health precautions as outlined in the LISD Health Information Packet and/or described by the LISD school nurse
- Stays informed of changes in current universal health precautions as described in the most current LISD Health Information Packet and/or as described by the LISD school nurse
- Maintains adequate amounts of health equipment in assigned work area so to be able to properly handle bodily fluids based on universal health precautions guidelines and/or input from the LISD school nurse

LIFTING/BODY MECHANICS

Follows LISD recommended body mechanics/lifting in-service schedule and safe lifting techniques when moving, transferring, and lifting people and objects.

WORKING CONDITIONS

The employee must be able to manage multiple tasks, occasional high-pressure situations, interruptions, and deadlines. Regular and reliable attendance is required. The position may occasionally require long or irregular hours.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to satisfactorily perform each essential job function. The requirements listed above are representative of the knowledge, skills, abilities, and physical demands required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Required:

- Bachelor's degree with Teaching Certificate
- Experience working with students with disabilities and their families

Preferred:

- Master's degree in related field
- Crisis Prevention Institute Training
- Experience developing transition plans
- Experience working with intervention and therapeutic treatment teams

CERTIFICATES, LICENSES, and REGISTRATIONS

- Possess valid and current Michigan teaching certificate
- Certification as a teacher of students with specific endorsement as approved by the Michigan State Board of Education

TERMS OF EMPLOYMENT

Weeks, salary, and fringe benefits per LIEA master contract. Salaried, Exempt

EVALUATION

Performance will be evaluated in accordance with the LISD Board's Policies on evaluation of personnel and applicable law.

General Disclaimer: This role description is intended to describe the general nature and level of work performed by individuals assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions associated with the position. The District reserves the right to assign, modify, or remove duties and responsibilities as necessary to meet the operational needs of the District. Nothing in this job description is intended to create, alter, or enlarge any employment contract, tenure right, collective bargaining agreement right, Board policy right, or statutory right. To the extent this job description conflicts with applicable law, Board policy, an individual employment contract, or an applicable collective bargaining agreement, the controlling legal document shall govern.