

**MONONA GROVE SCHOOL DISTRICT**  
**Position Description**

**Position Title:** Special Education Teacher

**Department/Location:** School Building

**Reports to:** Building Principal and Director of Student Services

**Employees Supervised:** None

**POSITION SUMMARY:**

Under the direction of the Building Principal and Director of Student Services, the Special Education Teacher develops and provides specialized instruction to meet the unique needs of students with disabilities, evaluates and assesses student progress against instructional objectives, and functions as IEP Manager to assigned students.

**PERFORMANCE RESPONSIBILITIES:** This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

**Essential Functions**

1. Develop and deliver specialized instruction to students with disabilities.
2. Provide research-based specialized instruction to address the instructional goals and objectives contained within each student's Individualized Education Program (IEP).
3. Assess student progress and determine the need for additional reinforcement or adjustments to instructional techniques.
4. Employ various teaching techniques, methods and principles of learning to enable students to meet their IEP goals.
5. Function as Case Manager, coordinating the instruction and related services to assigned students.
6. Develop and implement annual IEPs for students to include: present levels of educational performance, special education needs, instructional goals and objectives, and the special education and related services required to meet those goals.
7. Adhere to procedural requirements, including due process timelines.
8. Coordinate the delivery of special education services in each student's IEP.
9. Schedule team meetings.
10. Establish and maintain student control and discipline in the classroom, school premises or during school activities by communicating expectations of appropriate behavior.
11. Provide instructional direction to paraprofessional support staff, assigning activities and providing guidance and instructional oversight.

12. Collaborate and consult with educational professionals and community service providers (i.e., social services, public health, medical providers, etc.) regarding the needs of students.
13. Provide consultation to classroom teachers regarding classroom adaptations, instructional modifications, adaptive equipment, behavior modification plans and other similar instructional interventions to meet the needs of students with disabilities.
14. Continue to maintain and improve professional competence.
15. Maintain appropriate certifications and training hours as required.
16. Comply with applicable district, state, local and federal laws, rules and regulations.
17. Attend work regularly.
18. Perform other duties as assigned.

#### Additional Job Functions

1. Attend staff meetings and serve on committees as required.
2. Maintain knowledge of software and equipment used to perform duties, such as student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

#### **QUALIFICATIONS:**

##### Experience, Training, and Licensure

1. Valid Wisconsin Department of Public Instruction Teaching license in assigned area(s) of Special Education, or eligibility to obtain appropriate license(s) upon hire required.
2. Nonviolent Crisis Intervention training, or ability to obtain training upon hire required.
3. Experience in teaching Special Education preferred.
4. Experience with differentiating instruction preferred.
5. Experience working with diverse learners and supporting culturally responsive practices preferred.
6. Experience writing IEPs, conducting meetings, and case managing preferred.

##### Knowledge, Skills, and Abilities

1. Knowledge of and ability to comply with special education evaluation and dismissal procedures.
2. Knowledge of and ability to comply with best practices in providing instruction and support to students with disabilities.
3. Ability to collect and report data required by state and federal agencies.
4. Knowledge of teaching principles, practices, techniques and approaches.
5. Knowledge of current trends, theories and technologies pertaining to learning and instruction.

6. Knowledge of assessment procedures and techniques, test construction and evaluation methods.
7. Knowledge of instructional strategies, techniques and interventions related to job assignment.
8. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
9. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.
10. Excellent verbal and written communication skills.

## **WORKING CONDITIONS:**

### Work Environment

1. Classroom/school environment.

### Physical Tasks

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
5. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
6. Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
7. Must be able to review written materials in print and electronic formats.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

*Disclaimer: This position description is subject to change at any time.*

**Board Approved: February 8, 2017**