

JOB DESCRIPTION

DEPARTMENT: SPECIAL SERVICES

JOB TITLE: TEACHER ON SPECIAL ASSIGNMENT
Special Services Elementary Curriculum

REQUIREMENTS:

A. Education Level: Master's Degree required. Certification in special education and elementary general education.

Experience Desired: Minimum of 3 years teaching experience along with experience teaching at the elementary level.

C. Physical Requirements: Constant eye-mind and eye hand coordination, hearing; intermittent speaking, standing, walking, writing, bending and stooping. Frequent keyboarding and repetitive motions with wrists, hands and fingers.

D. Other Requirements: Able to use personal car for work, and has a valid drivers license. Demonstrates strong technology skills, excellent oral, written, and interpersonal communication skills. Able to complete summer work as needed.

REPORTS TO: Special Services Director

RECEIVES GUIDANCE FROM: Special Services Elementary Supervisor

DATE: April 2011

ESSENTIAL FUNCTIONS AND DUTIES:

1. Prepares for and provides effective training sessions for designated teaching staff in researched instructional practices for students with disabilities.
2. Assists in data analysis to improve student achievement.
3. Assists in the development, implementation and/or review of curriculum, curriculum materials, and assessments for students with disabilities.
4. Supports Special Services Supervisors and building principals as instructional leaders.
5. Communicates effectively and relates well with students, District and school personnel, and parents.
6. Performs other duties as assigned.

WORKING CONDITIONS:

A. Inside Outside Both

B. Climatic Environment:

Climate controlled environment with some temperature variations.
Typically, work is conducted in a comfortable environment.

C. Hazards:

Occasional travel may cause exposure to hazardous driving and walking conditions. There is exposure to chemicals and fumes in science labs. Equipment that supports classroom instruction could be potentially hazardous under certain conditions.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name

Teacher on Special Assignment – High School