**Job Description for Special Education Teacher**

**Summary**

A SCA special education teacher is responsible for providing the appropriate accommodations and modifications to the set curriculum for their students. This position reports directly to the Executive Director. The special education teacher duties include identifying the individual needs of their students, creating a supportive and effective learning environment and ensuring their students have resources they need to succeed.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Teach small groups of students and individuals inside and outside of the classroom
* Prepare and execute lessons and resources
* Assess the students’ work done in class
* Develop and adapt individualized teaching methods that are suitable for each of their students
* Use special tools and equipment provided to stimulate an interesting learning environment
* Use special skills to teach children with disabilities and other special needs
* Collaborate with the class teacher to build a better learning environment for the children
* Update parents on their kids’ progress and give recommendations to promote a better learning environment at home
* Create individualized learning plans based on students’ needs according to law
* Organize and facilitate IEP meetings with all parties involved
* Create positive educational climate in which all students can learn and thrive
* Meet course and school-wide student performance goals
* Participate in ongoing training sessions
* Develop professional relationships with others
* Tutor students on an individual basis
* Establish and communicate clear objectives for all learning activities
* Observe and evaluate student’s performance
* Manage student behavior in the classroom by invoking approved disciplinary procedures
* Communicate with parents and/or guardians on a regular basis

**Competencies**

* Technical Capacity
* Personal Effectiveness/Credibility
* Thoroughness
* Collaboration Skills
* Communication Proficiency
* Flexibility
* Build relationships
* Special Education Law

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. This job also operates in an environment with children and supervision is necessary at all times.

**Employee Conduct**

The SCA Administration expects that the employees of SCA strive to set the kind of example for students that will serve them well in their own conduct and behavior. Every employee is expected to act in a professional, reasonable, and courteous manner at all times. Clearly, such behavior fosters a positive and productive working environment. Conversely, inappropriate or unprofessional behavior is disruptive and unproductive. Moreover, inappropriate conduct is cause for discipline, up to and including immediate termination.

**Confidentiality**

* furnishing information or lists regarding students or parents to anyone selling materials or services;
* discussing of any employee or student disciplinary action with individuals other than those with direct involvement;
* sharing of employee personal information obtained in a professional mentoring relationship, except that in the event that information disclosed may be deemed harmful in nature to either party or another person.

**Other Duties**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. This includes any additional and all duties that are assigned by Administration.

**BENEFITS**

Subject to participation requirements, SCA currently offers health insurance programs for annual full-time employees.

**SALARY**

Salary will be determined on the basis of job performance, adherence to school policies and procedures, the ability to meet or exceed duties per the position job description, and the achievement of performance goals within budgetary limits. SCA’s salary schedules can be found at sca.district70.org.