

Wachusett Regional School District

TEACHING STAFF

JOB DESCRIPTION

TITLE:

Special Education Teacher

QUALIFICATIONS:

The Special Education Teacher shall possess a Bachelor's degree from an accredited college or university. The Teacher shall hold a valid Massachusetts teaching certificate with endorsement(s) in moderate or intensive special needs as the position may require.

REPORTS TO:

Building Principal or designee

PERFORMANCE EVALUATION:

The Special Education Teacher shall be evaluated consistent with the evaluation procedure collectively bargained between the School Committee and the Wachusett Regional Education Association, Inc. (WREA).

REPRESENTATION STATUS:

Wachusett Regional Education Association, Inc.

JOB RESPONSIBILITIES:

The Special Education Teacher shall identify, support, and instruct students with mild, moderate, or intensive special needs in accordance with Educational Plans. In order to meet this responsibility, the Teacher shall:

1. Consult with referring teacher, guidance staff, and/or parents to develop pre-evaluation program modifications when possible and evaluate referred students within thirty school days;
2. Conduct pre-evaluation screening and/or interview with students and summarize test results for student records;
3. Serve on the S.E.T. for all students evaluated by program staff and assist in the preparation of the Educational Plan for students served

by the Special Education Program, updating same annually;

4. Employ instructional methods and materials that are most appropriate for meeting stated objectives including planning individualized programs for Special Education students;
5. Arrange schedules and provide tutorial, small group, and/or classroom instruction for Special Education students as described by the Educational Plan;
6. Assess student progress and prepare written reports as required, but at least quarterly;
7. Counsel with colleagues, students, and parents on a regular basis;
8. Maintain contact with sending schools to insure a smooth transition and continuity of services for incoming students;
9. Assist the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develop reasonable rules of school behavior and procedure, and maintain order in the school and classroom in a fair and just manner;
10. Assist the administration in implementing District goals and policies related to the educational and operational needs of the District;
11. Attend staff or team meetings and serve on staff committees as required.
12. Maintain and improve professional competence; and
13. Perform any other related task or duty at the direction of the building principal or designee.

SUPERVISES:

Children as assigned by the Building Principal

Updated on 08/07/02

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 08/07/02