



URBAN PATHWAYS K-5 COLLEGE CHARTER SCHOOL

JOB DESCRIPTION

TITLE:	Special Education Teacher
REPORTS TO:	CEO
DEPARTMENT:	Teaching Staff
FLSA STATUS:	Exempt

JOB GOAL: This position is responsible for coordinating and providing developmentally appropriate educational services to students whose abilities differ from their peers. This position will develop teaching plans according to students' learning needs and search for activities and resources that can be adapted to each child's educational requirements.

DUTIES AND RESPONSIBILITIES

- Perform a variety of assessments and observations to determine the areas in which the student may need extra or modified educational services. Assessment areas may include academic performance, behavior, social development, or physical health.
- Identify specific needs and build individual lesson plans in accordance with those specific needs.
- Design, implement, and monitor Individualized Education Plans (IEPs).
- Develop an integrated plan for the education of each child by collaborating with classroom teachers, parents, social workers, and other medical and school staff.
- Collaborate with classroom teachers to ensure each student's needs are met and plans are followed.
- Monitor students' behaviors, providing interventions when needed.
- Collaborate with parents/guardians of students enrolled in special education programs to keep them informed of their child's performance and progress.
- Communicates with the transportation department to arrange for transportation of special education students.
- Develop, complete, and maintain all paperwork mandated by local, state, and federal guidelines, laws, and regulations.
- Celebrate the achievements and successes of students.
- Perform other job-related duties as assigned.

QUALIFICATIONS:

- Must possess a Certificate in Special Education
- Must possess experience in the field of special education to include classroom experience.
- Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of a special education program.
- Must possess excellent interpersonal and communication skills.



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- Must possess the ability to establish and maintain effective working relationships with parents/guardians, the community, and administrative staff.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

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

- Incumbent must stand and walk for prolonged periods of time.
- Incumbent must sit for extended periods of time.
- Incumbent may occasionally be required to lift, carry, push, and pull up to 25 pounds.
- Incumbent must have the ability to kneel, crouch, bend and reach to retrieve and handle materials, supplies and equipment.
- Incumbent must be able to read, see, hear, and speak English, as well as the ability to speak clearly and distinctly when communicating.

SUCCESS FACTORS/JOB COMPETENCIES:

- Written and Verbal Communication
- Coaching/Teaching
- Judgement/Independent Decision Making
- Collaboration/Team Player
- Creativity
- Organization
- Patience
- Adaptability

WORK DAYS AND SHIFTS:

- Monday – Friday, daylight hours during school year and other scheduled work days.

ACKNOWLEDGEMENT:

In signing this Job Description, I am acknowledging that I have received a copy, read, and understand this explanation and job description. I further understand that a signed copy will be placed in my personnel file.

Employee Signature _____ Date _____



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JOB DESCRIPTION

Print Name _____

Manager Signature _____ Date _____

Print Name _____