

**RIPON AREA SCHOOL DISTRICT**  
**Job Description**

**Department:** Special Education

**Job Title:** Special Education Teacher

**Qualifications:** Licensure: Cross-Categorical Special Education Teacher Certification for Wisconsin (1801) (and Early Childhood-Special Education (1809) preferred.

**Education Level:** Bachelor's degree or higher from an accredited institution

**Experience:** A minimum of four years of teaching experience in the field of special education preferred. Holds a personal philosophy of education that is compatible with the success of every student.

**Reports to:** Director of Special Education

**Supervises:** Indirectly Special Education aides

**Job Goals:** This person will provide instruction and support within the special education setting and regular education setting. This position consists of case managing, developing, and implementing IEPs for a variety of student disabilities and impairments providing all learners with an opportunity to learn.

**Essential Job Functions:**

1. Ability to communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills. Effective and positive communication with students, parents and staff.
2. Highly skilled at implementing student's IEP's to address their learning needs.
3. Background in the use of supplementary materials to support students in PK-12 school core curriculum.
4. Ability to team with other special and regular education teachers and support staff to meet the academic and behavioral needs of students in the least restrictive environment.
5. Understanding of the IEP process and assessment procedures.
6. Knowledge and experience in the utilization of behavior management systems including conducting Functional Behavioral Assessment and designing Behavioral Intervention Plans.
7. Background in the use of social skills training models and interest/attitude scales.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
9. Ability to establish and maintain a cooperative working relationship with students, parents, teachers, administrators and outside agencies.
10. Knowledge of Non-Violent Crisis Intervention (NVCI) strategies and techniques, or willingness to be trained.

### **Required Technology Skills**

1. Proficiency in use of Google: Gmail, Drive, Classroom etc..
2. Familiarity with software for IEP development.
3. Experience using synchronous communication platforms
4. Familiarity with use of various social media platforms to communicate
5. Familiarity with Infinite Campus student management system
6. Familiarity/comfort with a variety of ELA and math instructional software

### **Required Interpersonal Skills**

1. Understanding of the landscape of innovative continuous quality improvement in schools and is able to build a relationship with students, staff, and parents
2. Positively collaboration as part of a department and team
3. Ability to effectively communicate in multiple platforms
4. Maintain supportive and positive relationships with students, staff, and families.
5. Use of a solutions-based approach to challenges while seeking to understand and consider others' viewpoints.

### **Performance Responsibilities:**

1. Be knowledgeable of and comply with federal and state laws and the local procedures regarding special education
2. Provide special education services for each student on the class list assigned by the administration and within a schedule approved by the immediate supervisor.
3. Conduct individual assessments of students to assist the evaluation team in determining whether or not students meet the state eligibility criteria for a disability diagnosis.
4. Prepare for and participate in Individual Education Plan (IEP) meetings for each assigned student.
5. Assist in the development of IEP's which are appropriate for the students educational needs, can be implemented within the available resources, and are in compliance with the federal/state laws and local procedures.
6. Provide special education services to all students on the assigned caseload that are in accordance with the IEP.
7. Assure that all special education timelines are met including the timelines for completion of initial referrals, annual individualized education program, parent notification of meetings, placement notifications, completion of three year re-evaluation reviews, etc. for students on the assigned caseload and for new referrals.
8. Comply with federal and state requirements related to the provision of an appropriate education for children in the least restrictive environment of home school and regular education classroom classroom whenever possible.
9. develop and maintain required special education documents including evaluations and IEPs.
10. Provide and/or supervise the provision of those supplementary services necessary for a healthy, productive, safe environment for learning for certain children. Those services may include, but are not limited to, the application and/or removal of orthopedic devices, toilet training of students, catheterization of students, distribution of medication, supervision of work/study activities, etc.
11. Assign tasks and supervise the performance of teaching assistants assigned to the teacher.

### **Planning:**

1. Design the educational instruction program so that it is consistent with the educational philosophy of the district
2. Develop, implement, and evaluate curriculum, schedule, philosophy, goals, and objectives reflecting school, District and state goals
3. Continue professional growth through self-directed, as well as defined professional development opportunities, which may include additional training, professional learning communities, outside research, and reading professional literature
4. Assist with school-wide data analysis, as part of a professional development needs assessment
5. Use effective instructional processes to include team or collaborative teaching when appropriate.
6. Demonstrate proper written and oral communication.
7. Keep abreast of current teaching strategies, educational issues, technological advances, up-to-date materials, special education rules and regulations

### **Instruction:**

1. Assists with all functions related to the daily routines and procedures and assures that all matters related to the daily operation of the program are performed.
2. Has the ability to relate to and work with all students, including those with disabilities.
3. Meets one-on-one and/or with small groups of students in a virtual setting to address their learning needs. (i.e, reading tests, highlighting texts, note taking assistance, reinforcing concepts)
4. Teach and prepare students/mentors to be successful utilizing academic classroom software and other teaching tools.
5. Implement instructional activities that contribute to a positive environment where students are actively engaged in meaningful learning experiences aligned to portrait of a graduate
6. Maintain high expectations for all students
7. Provide differentiated instruction to meet the needs of all students and close learning gaps
8. Collaborate with the instructional team concerning student educational needs
9. Clearly articulates expectations, schedules, and procedures to students, support staff, and parents to ensure that students make the greatest gains possible
10. Assist administrator with student placement
11. Maintains contact with mentor teachers as assigned
12. Participate in teacher training as scheduled by administrator and/or instructional coaches

### **Communications:**

1. Communicate effectively, both orally and in writing, with students, parents, and other professionals in line with the District's Board approved mission, vision, core values and guiding principles.
2. Work with students, parents, and schools in a positive, proactive manner
3. Provide direct consultation and guidance to students and parents on matters relating to courses, procedures, and learning strategies

4. Assist in providing course, program or school information to community groups, schools, or parents as requested
5. Coach or advise extracurricular activities as requested
6. Keep administrator and classroom teacher informed of special needs or problems of individual students.

**Monitoring and Reporting:**

1. Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner
2. Maintains effective and efficient record keeping procedures
3. Complete appropriate reports for local, state, federal and educational agencies
4. Use formative and summative assessments in order to differentiate and improve instructional practices and strategies
5. Evaluate student performance on a regular basis and provide feedback to students and parents.
6. Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification
7. Ensure that each student enrolled in courses or program has accurate, up-to-date records
8. Meet program expectations for progress monitoring and parent/student communication
9. Maintain records of parent and student contact
10. Refer students who are not complying with course or program policies to the administrator for necessary interventions
11. Alert administrator when a student, parent, or guidance counselor fails to respond to attempts to communicate

**Other:**

1. Communicate a warm, caring and respectful atmosphere to visitors, staff and community members that focus on quality customer service.
2. Perform other duties as assigned.
3. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
4. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.
5. In the Ripon Area School District, there must be an understanding that teachers' responsibility to their students and the professional culture of the district entails the performance of duties and the expenditure of time beyond the student school day and school year. These duties include but are not limited to lesson planning, student assessment, staff meetings, professional development sessions, curriculum development meetings, school improvement planning meetings, IEP meetings, student conferences, and parent communication. Particularly, teachers must be available to students for assistance outside of class.

**Terms of Employment:** Teacher shall be for a contracted school year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin law.

**Evaluation:** Performance shall be evaluated annually through Educator Effectiveness in the state of Wisconsin and in accordance with provisions of the Board of Education policies.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**PHYSICAL DEMAND ADDENDUM**

**Teacher**

**PHYSICAL DEMANDS**

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning movement .....	Frequently
Reaching.....	Occasionally at/above shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date