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D COUNTRY SCHOOL, INC.
Quaker Hill, CT

JOB DESCRIPTION

Position Title: Special Education Teacher

Reports To: Director of Education

Qualifications: Bachelors Degree, Connecticut Special Education Certification

Basic Function:

Provide each assigned student with an Educational Program that will enable him/her to reach his/her potential educationally, physically, and emotionally. Help students assume responsibility for planning and decision-making, and develop a sense of identity and competence as learners. Provide for each student a program reflecting educational excellence and equality.

Working Conditions/Physical Demands:

Lifting of five (5) pounds routinely required. Lifting of 25 pounds or less infrequently required. Majority of shift is spent in constant motion with long period of standing, walking, frequent bending, stretching, and repetitive motions. Extended periods of working at a Video Display Terminal and repetitive motion with a computer keyboard. Normal hearing and vision required with the ability to discriminate between colors. Must be able to communicate clearly and possess the ability to meet multiple job demands in a busy environment. May be required to operate Agency vehicles and transport children. May be required to lift and restrain residents; may have significant exposure to risk of injury from assaultive/abusive clients. May be exposed to body fluids. Protective clothing to be worn for universal precautions.

HIV/HBV Classification: Category 2

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Duties and Responsibilities:

Planning and Management

1. Perform assessment and other diagnostic activities following State and Federal guidelines.
2. Coordinate the development of education plans and education plan reviews for all assigned students, coordinating educational services to assigned students with other members of the Interdisciplinary Team (IDT).
3. Participate in the development of and maintain appropriate student progress records, Individual Education Plans (IEP[§]), Individual Transition Plans (ITP[§]), and evaluation reports, and prepare other reports as requested by the Director of Education.
4. Confer with other agency professional staff and, when appropriate, parents and public school personnel regarding the educational, social, and personal needs of each student.
5. Assist students in making realistic assessments of their abilities and in setting educational and occupational goals in keeping with these abilities.
6. Assist in scheduling and orienting new students.

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Instruction

7. Utilize a variety of instructional materials and teaching modalities to address students' individual needs and stimulate their motivation to learn.
8. Provide individualized educational programs and services to all students, consistent with their individual needs and abilities as identified by their handicapping condition and in accordance with State and Federal guidelines.
9. Utilize innovative teaching methods, strategies, techniques, and learning materials in an on-going effort to expand approaches to working effectively with students.

General

10. Provide positive reinforcement for students through verbal and non-verbal communication, and help students develop positive self-concepts.
11. Select, recommend, and evaluate materials and texts for classroom use.
12. Assess and document student needs and progress.
13. Maintain up-to-date lesson plans in accordance with department guidelines.

Classroom Management

14. Maintain an orderly, pleasant, and attractive classroom environment that is conducive to learning and safety.
15. Organize and utilize time, space, materials, and equipment for instruction.
16. Establish and maintain classroom rules, behavioral expectations, routines, and procedures.
17. Follow all agency behavior management and disciplinary procedures in the classroom and throughout the school day.
18. Maintain an on-going inventory of equipment and supplies.

Team Performance

19. Participate in Education Team meetings and Interdisciplinary Team (IDT) meetings. Provide for these teams pertinent background, information, assessment results, observations, eligibility data, and additional findings and recommendations.
20. Attend professional development workshops scheduled by the Education Department as assigned.
21. Attend all scheduled Education Department Staff Meetings.
22. Participate on other Educational and Interdisciplinary Committees as required.
23. Serve as a member of the Planning Placement Team (PPT) for assigned students, and aid the team in developing an appropriate educational program.
24. Maintain effective communication with students, colleagues, and where appropriate, parents and outside agencies and resources. Interpret the needs, strengths, and weaknesses of each assigned student to other teachers, administrators, IDT members, and members of the PPT.

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25. work cooperatively with other Education Department staff to develop interdisciplinary approaches to learning.

Professional Development

26. Participate in developing, with the Director of Education, an annual supervision plan through mutual goal setting.
27. Keep current in educational programs, practices and regulations in regular and special education through attendance at professional conferences, reading of professional journals, and other self-improvement activities.
28. Keep current in knowledge of human development as it relates to the teaching/learning process.

Other

29. Maintain knowledge of and follow Agency policies and procedures as contained in the WCS Personnel Handbook, WCS Procedure Manual, and departmental manuals.
30. Function as a positive role model for all students and staff at the Waterford Country School.
31. Maintain awareness of and sensitivity to the cultural differences present among clients and staff of WCS and ensure that, through both personal interactions and the development and implementation of Agency problems, cultural needs are respected and supported and the delivery of services and staff functioning is free from any form of cultural, religious, racial or sexual insensitivity or bias.
32. Maintain a Connecticut or other home state Driver's License to transport residents in Agency vehicles.
33. Incumbent will maintain access to and comply with current and ethical professional standards of the discipline in which he/she is credentialed.
34. Other duties as assigned by the Director of Education.

Exempt, Salaried Position

Rev. 10/08

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Signature _____

Date _____

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