



Job Description

- JOB TITLE:** Special Education Teacher
- JOB SUMMARY:** Responsible for all aspects of classroom management; implementing student Individual Education Plans (IEP's); and all class activities related to school based and community instruction in accordance with school goals and objectives in a team environment.
- EDUCATION:** Bachelor's degree from an accredited college in Special Education or Child Development, or equivalent as determined by the NHDOE. NHDOE certified in general special education.
- EXPERIENCE:** One year experience as a teacher or classroom assistant of special needs students with significant disabilities.
- PHYSICAL REQUIREMENTS:** Free of restrictions which would limit the use of the body as it relates to repetitive lifting of up to 50 pounds, and physical management of student consistent with CPI training.
- OTHER REQUIREMENTS:** Valid driver's license, Obtain and maintain certification in First Aid, CPR (adult & child), CPI. Participate in professional development as determined by supervisor.
- ACCOUNTABILITIES:**
1. Participates as a member of assigned students' team in the development/writing of the IEP.
 2. Develops IEP goals and short term objectives for the annual IEP.
 3. Supervises assigned Teacher Assistants, Paraeducators, and volunteers.
 4. Schedules weekly progress/planning meetings with assigned staff to discuss and assign duties, responsibilities, and IEP objectives for which the staff will be responsible.
 5. Meets regularly with therapists to review and discuss student progress; and to follow through on recommended therapeutic goals and techniques for OT, PT, Speech / Language, and Aquatic therapies.
 6. Prepares written quarterly progress reports on all assigned students and distributes to parents, districts, therapists, and others authorized; and schedules progress meetings with parents and district representatives.
 7. Maintains daily student attendance for use on progress reports and school records.
 8. Performs annual education and vocational evaluations.
 9. Prepares daily or weekly lesson plans for each classroom and submits them to supervisor.
 10. Maintains certification and staff development in accordance with New Hampshire regulations.
 11. Attends School staff meetings and in-service trainings.
 12. Facilitates parent communication to include daily journals, e-mails, phone calls, and home visits.
 13. Provides daily instruction in each assigned classroom.
 14. Manages transitional services for all students ages 14 through 21, including arranging transitional meetings.
 15. Maintains contacts with transitional job and adult service personnel and programs for placements.
 16. Participates in school-wide activities benefitting the students.
 17. Performs other duties as assigned by the Executive Director, Director of Education, and Assistant Director of Education.

JOB SUPERVISOR: Co-Directors of Education

WORK SCHEDULE: Salary is based on 35 hours per week for a 207 day school year and summer school calendar and the completion of additional duties as required.

ACKNOWLEDGEMENT: I have read and understand the above job description. Date: _____

Signature: _____ Printed Name: _____