

Area Education Agency 267

Title: Special Education Instructional Staff

Qualifications:

1. BA or greater degree from a regionally accredited institution.
2. Iowa Teaching Endorsement in the specific disability area or service delivery model of the teaching assignment.
3. Endorses a child-oriented philosophy of education.
4. Demonstrates the ability to motivate students.
5. Demonstrates the ability to relate to other students, staff, parents, and others.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Skills and Abilities

Must adhere to Iowa Teaching Standards and Criteria.

Standard 1 - Demonstrates ability to enhance academic performance and support for implementation of the school district student achievement goals.

Standard 2 - Demonstrates competence in content knowledge appropriate to the teaching position.

Standard 3 - Demonstrates competence in planning and preparing for instruction.

Standard 4 - Uses strategies to deliver instruction that meet the multiple learning needs of students.

Standard 5 - Uses a variety of methods to monitor student learning.

Standard 6 - Demonstrates competence in classroom management.

Standard 7 - Engages in professional growth.

Standard 8 - Fulfills professional responsibilities established by the school district.

Maintain confidentiality related to agency, district, students, and family information. Demonstrated sensitivity and respect for diversity.

Reports To: AEA 267 Coordinator/or AEA 267 Building Principal (first line administrator)

Supervises: Ability to effectively monitor, evaluate, direct, train, and promote the development of subordinates if assigned to perform responsibilities of the position.

Job Goal: Provide direct instruction to students identified and staffed for special education instructional services to help students learn subject matter and skills that will contribute to their social, emotional, and academic development.

Performance Responsibilities

1. Meet and instruct assigned students in the locations and at the times designated.
2. Develop and implement services described in the Individual Education Program (IEP) for each student assigned to the special education programs.
3. Provide direct instruction to students to meet the specified IEP annual goals for each student, as well as the Iowa Core Standards and Benchmarks in areas identified as educational needs.
4. Actively seek out services and support staff necessary to assist in meeting the IEP goals and for individual students.
5. Document and communicate pupil progress to parents, general education teachers, and other appropriate personnel.
6. Participate in parent-teacher conferences.
7. Plan and participate in each student's annual review, evaluation staffing and other IEP meetings.

8. Participate in interdisciplinary staffing/conferences with school, appropriate community personnel and parents, and students when appropriate.
9. Provide the necessary record keeping documents as required by the Federal, State, AEA, and LEA rules and regulations.
10. Ensure an orderly learning environment through effective teaching and management practices.
11. Employ a variety of instructional techniques to address the needs and capabilities of students being served.
12. Establish and maintain an effective working relationship with building administrators, other building teachers, and support personnel.
13. Participate in in-service training and other staff development activities to enhance professional growth .
14. Plan and supervise the purposeful assignment for the Educational Assistants(s) and volunteers and provide evaluative data regarding their job performance.
15. Follow Agency policies and procedures.
16. Perform other duties as may be assigned.

Physical, Mental and Visual Effort

Continuous speaking, hearing, and visual effort. Frequent walking, sitting, standing, and reaching. Occasional climbing, kneeling, and transporting up to 50 lbs. High degree of concentration requiring continuous and often intense mental and visual attention. Numerous irregularities, complicated and complex tasks are involved.

Working Conditions

Work is primarily performed in an office/instructional area setting. Occasionally exposed to dust, noise, odors, and other irritants. Stress associated with work pace and pressure. Work involves irregular hours and days. Travel required. Exposed to hazards of the road when driving.

Terms of Employment: Length of work year as established by the Administration with Board approval. Salary as determined by Master Contract provisions.

Evaluation: Performance of this job will be evaluated in accordance with the Master Contract Provisions.

Approval Date: January, 2011