

## Litchfield School District - SAU 27

<b>POSITION TITLE: SPECIAL EDUCATION TEACHER</b>	
<b>Job Description Approved By:</b> <i>Litchfield School Board</i>	<b>Date:</b> <i>5/18/2022</i>
<b>General Purpose:</b>	The Special Education Teacher will perform the duties required by NH RSA186-C and which are a direct result of a student's needs for a Individualized Education Plan. The Special Education Teacher will work collaboratively with subject area teachers to assist students in learning appropriate curriculum and skills.
<b>Reports to:</b>	Principal; Director of Special Services
<b>Supervises:</b>	Paraprofessionals

### **POSITION DUTIES AND RESPONSIBILITIES:**

Except as specifically noted, the following functions are considered essential to this position:

- To complete a comprehensive diagnostic assessment through formal and informal evaluation of those students who have been identified as having a possible educational disability.
- To serve on a multidisciplinary team for the identification of a student with a suspected educational disability.
- To collaborate with the student's parents and teachers in planning, writing, and monitoring the student's Individual Education Plan.
- To be an active participant in the special education process, including completion of all pertinent forms as required by NH RSA 186-C and the New Hampshire Rules for the Education of Children With Disabilities, and attend all meetings.
- To collaborate with classroom teachers by providing consultation, materials, program development, or program modifications for identified students as needed to fulfill the goals and objectives of the Individual Education Plan.
- Implements accommodations and modifications as listed on Individual Education Plan (IEP), 504 plans, and developed at CHAT meetings.
- Understands how students learn and develop and provides opportunities that support their cognitive, linguistic, creative, social, moral, emotional, and physical development.
- To collaborate with classroom teachers to guide the learning process toward the achievement of curriculum goals.
- Plans lessons that employ a variety of instructional techniques that, when implemented, meet the specialized needs and capabilities of the individuals or student groups involved.
- Maintains maximum supervision of assigned students at all times and encourages students to set and maintain standards of classroom behavior.
- Participates in various meetings (e.g. parent conferences, in-service training, faculty meetings) for the purpose of receiving and/or providing information and/or meeting credential requirements.
- To assess the progress of students using a variety of progress monitoring instruments on a regular basis.
- To employ a variety of specialized instructional techniques, technology, and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- To provide the immediate supervisor with a schedule of students serviced and to keep thorough ongoing records for the individual students.
- To maintain accurate, complete, and current records as required by law, district policies, and administrative procedures.
- To assist in the development of the annual budget for special education and to requisition needed supplies for servicing students.

- To supervise paraprofessionals, if necessary, at least once a week, to include: monitoring of the student’s progress and behavior, consultation and planning weekly, and reporting to the immediate supervisor important data and appropriate information.
- To develop an appropriate plan of professional development.
- Follows District policies, procedures, goals, and approved curriculum for content areas.

This job description is not intended to be all inclusive, and employees will also perform other tasks and assume other responsibilities as assigned by supervisor(s).

**Evaluation:** Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as defined. Performance will be reviewed by Administrators in cooperation with the Superintendent and in accordance with School Board policy and the Litchfield School District Professional Educator Evaluation Plan.

**TERMS OF EMPLOYMENT:** Contracted 187 days; exempt

**MINIMUM QUALIFICATIONS:**

**Education and Experience:** Bachelor’s Degree

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of child and adolescent development
- Knowledge of testing instruments and their application to the academic setting
- Knowledge of research based instructional interventions
- Ability to collaborate with professionals, parents, and community
- Awareness of NH Rules and Regulations for Special Education

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

- NH Certification or eligibility in General Special Education.
- Highly Qualified status or equivalent

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Primary Physical Requirements:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Rarely required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Occasionally required

**Hand Manipulation:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required
4. Fine Manipulation:	Frequently required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, 2-way radio, calculator, LCD projector

**Other Physical Consideration:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Rarely required
5. Kneeling:	Rarely required
6. Crouching:	Rarely required
7. Climbing:	Not required
8. Balancing:	Rarely required

**Work Surface(s):**

Standard office desk and chair. Carpeted and tile floors.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>								<u>Total Hours</u>											
Sit	1	<u>2</u>	3	4	5	6	7	8	1	2	3	4	<u>5</u>	6	7	8				
Stand	1	<u>2</u>	3	4	5	6	7	8	1	<u>2</u>	3	4	5	6	7	8				
Walk	1	<u>2</u>	3	4	5	6	7	8	1	<u>2</u>	3	4	5	6	7	8				

**Work Performed:    Inside: 95%  
                              Outside: 5%**

**Cognitive and Sensory Requirement(s):**

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students, parents, and the community.

**Summary of Occupational Exposures:**

May be exposed to (N/A)

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law.