



Aberdeen Catholic School System

Special Education Teacher  
Job Description 005.34

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Special Education Teacher

**Reports To:**

Building Principal

**Employment Terms:**

According to the School Calendar

**Requirements:**

**Education Level:**

High School diploma. Bachelors degree or higher from an accredited Institution. Meet special education professional teacher education requirements of school, district, state.

**Experience Desired:**

Successful student teaching experience. Prior teaching experience preferred but not required. Have knowledge in implementation of Individual Education Plan process, special education law, and 504 Rehabilitation Act of 1973. Knowledge of relevant technology

**Other Requirements:**

Excellent verbal and written communication. Self motivated with high energy and excellent interpersonal relations skills. Good organizational, critical thinking and planning skills. High work standards. Good problem solving and decision making skills. Healthy stress tolerance with flexibility and adaptability in working with student in all grade levels. Have training in assessment and interpretation of information.

**Physical Requirements**

This position requires regular periods of speaking, standing, walking, sitting, crouching, reaching, pushing/pulling and writing. Lifting and carrying of up to thirty five pounds.

**GENERAL PURPOSE:**

- To support the mission statement of the school system, “Instilling Catholic values and promoting academic excellence by nurturing mind, body and soul”.

- To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their spiritual and academic potential.

#### **ESSENTIAL FUNCTIONS AND DUTIES:**

- Articulate and advance the Catholic identity for the school system through example, collaboration, encouragement and reinforcement.
- Assess and/or provide for the academic, social, and emotional needs of children through participation in the pre-referral, and Individual Education Plan (IEP) process.
- Comply with federal, state and district policies and procedures.
- Participate in the development and/or implementation of an individual education program for each identified student.
- Assume the case manager role for identified special needs students.
- Implement services in the least restrictive environment.
- Responsible for documentation and meeting all timelines as required by federal and state guidelines.
- Identify and select different instructional resources and methods to meet students' varying needs.
- Use relevant technology to support instruction.
- Observe and evaluate student's performance and development.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Apply appropriate disciplinary measures where necessary.
- Perform certain pastoral duties including student support, counseling students with academic problems and providing student encouragement.
- Participate in department and school meetings, parent meetings.
- Participate in ongoing professional growth activities.
- Maintain the confidentiality of students and their families.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- Maintain a cooperative relationship with system staff and parent(s) in working with all students
- Adhere to all diocesan and school policies, handbooks and regulations
- Perform other duties as assigned