

# **Alliance Public Schools**

## **Special Education Teacher Job Description**

### **Addendum**

**This is an Addendum to the general Teacher Job Description specific to this teacher position. The general Teacher Job Description also applies to this teaching position except to the extent the information set forth in this Addendum is directly contrary to the general Teacher Job Description.**

**A. Additional Education, Certification or Licensure Requirements:**

Endorsement: Special Education Endorsement appropriate for the instructional responsibility assigned to the teacher (grade level and disability) as required by NDE Rules 24 and 51. Additional endorsements in core academic subject areas or HOUSSE approval as required by the teacher's assignment to be NCLB qualified.

**B. Additional Performance Responsibilities and Job Tasks:**

1. Maintain all pertinent NDE electronic documents including:
  - Maintaining current team member access
  - Maintaining current student and parent information
  - Finalizing all documents
  - Opening progress reports in timely fashion for related service providers.
2. Manage caseloads including:
  - Preparing, scheduling and conducting IEP's and MDT's on or before anniversary date
  - Managing monthly roster including insuring that:
    - i. Special education percentages accurately reflect services and are in compliance with what is stated on the IEP
    - ii. New IEP/MDT dates are recorded accurately
    - iii. Indicating all related services and other information
3. Provide services as directed in IEP.
4. Develop a working knowledge of students on case load as it pertains to providing special education services.
5. Document all parent interactions (phone calls, notes, etc.).
6. Supervise paraprofessionals.
7. Conduct formal and informal diagnostic observations and evaluations.
8. Communicate with district and outside agencies.
9. Attend regularly scheduled and other announced special education meetings.
10. Comply with NDE Rule 51 guidelines.

**C. Additional or Different Physical Requirements:**

1. #22 – Occasional - up to 33% of time.
2. Must be able to fulfill restraint training procedures.