

Shell Knob School District
Shell Knob, Missouri

Job Title: **Teacher/Special Education**

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor of Arts or Bachelor of Science in Education Degree.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Missouri Teaching Certificate in the appropriate area.

Reports to: Principal and Tri-Lakes Co-op Special Services Director

Job Goal: To help students learn subject matter and skills with consideration to individual abilities, so they will develop as mature, able and responsible citizens.

Performance Responsibilities: *Other duties may be assigned.*

- Provide parallel curriculum at the instructional level as necessary.
- Plan, provide and share with the regular education teacher accommodations and modifications for individual students.
- Work collaboratively with the regular education teachers in and outside the classroom.
- Participate as part of a team to screen, evaluate and re-evaluate students including testing, observation and placement.
- Plan collaboratively with parents, the student and other members of the Individual Education Plan (IEP) team to develop the IEP.
- Implement the IEP.
- Monitor individual student progress and behavior in regular and special classes.
- Provide assistance to the student(s) to plan and schedule classes to best meet education needs for graduation at the high school level.
- Document and report quarterly progress on IEP goals and objectives.
- Regular and dependable attendance

SUPERVISORY RESPONSIBILITIES: Supervises classroom and students. Other supervisory duties may be assigned.

LANGUAGE SKILLS: Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from students, administrators, staff, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers, and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear, and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.