



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Special Education Teacher

Reports to: Director of Special Education and Building Principal

Purposes and Objectives of the Position:

The Special Education Teacher helps students master grade level subject matter, helps students demonstrate that mastery as it relates to curriculum outcomes, and assists students in their development toward mature, able, and responsible citizens.

Qualifications:

- As set by Kansas State Board of Education for the specified teaching assignment

Duties and Requirements:

- Plans a program of study that follows district guidelines, and, meets the individual needs, interests and abilities of students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Guides the learning process toward the mastery of curriculum goals, and establishes clear objectives for all lessons, units, and projects that are clearly communicated to students.
- Employs instructional methods and materials that are most appropriate for meeting the learning objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required by policy and as requested by the administration.
- Assists in the referral and diagnosis of students with learning difficulties; seeks assistance from district specialists as required.
- Counsels with colleagues, students, and/or parents on a regular basis, and as requested by the administration.
- Assists the administration in implementing all policies and/or rules governing students' life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure.
- Instructs special education students in a variety of settings as indicated by the IEP team.
- Develops and implements Individual Education Plans.
- Holds annual IEP meetings and 3-year re-evaluation meetings.
- Supervises the delivery of special education services by assigned para educators.
- Make curriculum adaptations for special education students in general education classes.
- Maintains order in the classroom in a fair and just manner.
- Maintains and strives to improve professional performance and competence.
- Attends staff meetings and serves on staff committees as required.
- Performs other duties as assigned.

Safe and Orderly Work Areas

- Fosters a safe and orderly environment for students and peers.
- Takes appropriate action when students and peers exhibit emotionally/physically distressed behaviors.

Student Achievement

- Assists in developing school climate and conditions that help ensure maximum student achievement.
- Assists with student mentoring when assigned.

Positive School/Community Relations

- Supports the mission of the school and district.
- Facilitates cooperation between all persons in the school community.
- Communicates with parents as necessary.

Peer and Student Relationships

- Supports use of appropriate communications skills.
- Supports development of thinking skills.
- Follows all district and school policies, handbooks, and regulations.

Effective and Efficient Performance

- Sets high expectations for self.
- Uses a variety of materials, activities and approaches appropriate to the needs of the position.
- Develops and monitors plans and goals to improve individual performance.

Fiscal, Facility, and Resource Management

- Procures supplies and equipment following building budget guidelines.
- Establishes and enforces guidelines for students that ensure the care and maintenance of district facilities and equipment.
- Maintains and cares for school and district property in the teacher's control.

Professional Attributes

- Participates in professional activities to enhance knowledge and skills.
- Uses written and spoken language well.
- Maintains positive contact with supervisors and peers.
- Handles work in a timely and effective manner.
- Maintains physical and skill requirements necessary to meet job responsibilities.

Other Duties

- Performs other duties as assigned by the supervisor and in accordance with USD 469 Board of Education policies.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.