

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: **Special Education Teacher- Functional Skills Program**

REPORTS TO: **Director of Special Education and Building Principal**

JOB GOAL: To provide specially designed instructions to students identified with a variety of disabilities which impacts academic, social, behavioral and other formative skills.

QUALIFICATIONS:

1. Bachelor's Degree, Master's degree preferred
2. Certification, Teacher- Disabled Students (282) Maine Department of Education
3. Teaching experience preferred

PERFORMANCE RESPONSIBILITIES:

1. Observe and/or evaluate students' academic performance, behavior and social development.
2. Develop a schedule and prepare materials and classroom for instructional activities.
3. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
4. Develop, maintain and monitor special education records as required by Maine Unified Special Education Regulations (MUSER), district policies and administrative procedures.
5. Keep current with developments in the field by reading current literature, participate in professional organizations, coursework and conferences.
6. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
7. Instruct students individually and in groups, using various teaching methods.
8. Establish clear objectives for all lessons, units, and projects based on proficiency-based standards; best practices; and communicate those objectives to the students.
9. Confer with parents or guardians, teachers, counselors, specialists, and administrators in order to assist/aid/improve students' behavioral and academic difficulties.
10. Meet and maintain contact with parents and guardians to discuss their children's progress and to determine their priorities for their children.
11. Use technology and other equipment and materials to supplement presentations.
12. Prepare for assigned classes and show written evidence of preparation upon request of supervisors.

13. Attend staff meetings, professional meetings, educational conferences, and teacher training workshops and serve on committees in order to maintain and improve professional competence.
14. Perform administrative duties such as chair IEP team meetings and supervise/evaluate educational technicians.
15. Consult with regular classroom teachers and collaborate with colleagues to address teaching and student needs.
16. Participate in parent-teacher conferences in accordance with local district expectations.
17. Adhere to Individual Education Plans.
18. Maintain confidentiality unless disclosure is required by law.
19. Participate in yearly Safety Care trainings.
20. Perform all other related duties as assigned by the Director of Special Education and Principal.

TERMS OF EMPLOYMENT:

Per negotiated Augusta Education Association agreement

Evaluation: Performance for this position will be evaluated annually by the Special Education Director, based on the role description and on goals established on a yearly basis.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.**

Approved by: _____
Superintendent of Schools

Date: _____