

Job Description

Title: SPECIAL EDUCATION RESOURCE TEACHER

Reports to: Building Principal

General Summary: Works with classroom teachers to provide appropriate educational programs for eligible students with disabilities. Helps design and implement intervention and accommodation programs. Consults with administrators, staff, parents and students.

Essential Functions:

1. Participates as a member of the Multidisciplinary Team (MDT) (10%)
 - x Processes referrals from the Response to Instruction and Intervention data team
 - x Attends MDT meetings as appropriate
 - x Carries out assessment and evaluation procedures for referred students
 - x Participates in the development of the MDT and MDT reportCommunicates results of evaluations and reports with staff, parents, students and when appropriate other professionals
2. Participates in the development of the Individual Education Plan (IEP) (10%)
 - x Plans and develops intervention goals that are educationally relevant and will be used in students' educational program
 - x Attends IEP meeting as appropriate
 - x Establishes a system of documentation that is professional, efficient, and accountable and that conforms to state and Millard guidelines
 - x Provides consultation to assist the student in accessing the educational environment
3. Provides direct interventions and accommodations necessary to support students in the least restrictive environment (60%)
 - x Helps the teacher make necessary environmental modifications in the classroom and acts as a resource to the classroom teacher related to student's instructional and learning needs
 - x Keeps administration, staff and parents updated on student progress
 - x Provides appropriate direction for special education
4. Participates as a case manager for students with disabilities (10%)
 - x Contacts parents of children with identified learning needs and obtains all permission documents required by law
 - x Maintains complete student program records by maintaining appropriate parent permission documents, individual education plans for each child and student progress records.
 - x Maintains ongoing parent communication to the extent appropriate for each student's program
 - x Completes reports and other records or data as requested by the department head, director of special education, or building principal.
5. Participates in meetings as requested, reacts appropriately, and performs other duties as assigned (10%)
 - x Prepares orders of necessary materials to maintain student programs
 - x Presents appropriate building staff development in conjunction with special education department
 - x Engage in appropriate staff development based upon building and/or district needs

Functions as a participant in the total building program

Length of Contract: Teacher Contract

Salary: Teacher Salary Schedule

Qualifications:

1. Education Level: Master's Degree preferred
2. Certification or Licensure: Valid Nebraska Teaching Certificate with endorsement appropriate to teaching assignment
3. Experience desired: Teaching experience preferred
4. Other requirements: Possess skills to perform the required responsibilities

Special Requirements:

	Occasional 1 - 32%	Frequent 33 - 66%	Constant 67% +
1. Standing		X	
2. Walking		X	
3. Sitting			X
4. Lifting <u>25</u> lb max.	X		
5. Carrying <u>100</u> feet	X		
6. Pushing / Pulling	X		
7. Climbing /Balancing	X		
8. Stooping / Kneeling / Crouching / Crawling	X		
9. Reaching / Handling	X		
10. Speaking / Hearing			X
11. Seeing / depth perception / color			X

The statements herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: _____

Date: _____

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