

# CRAIG SCHOOL DISTRICT - CERTIFIED JOB DESCRIPTION

## PACE SPECIAL EDUCATION TEACHER

Classification: Certified

Terms of Employment: ~~190 Days OR~~ 190 Days over 12 Months for PACE Special Education Teacher

This is a salaried position assigned to the Certificated Employee Salary Schedule.

### Position Summary:

The PACE special education teacher is responsible for working with students, families, and other PACE staff to create and adhere to specific learning plans to best meet the needs of each child. Inherent in this responsibility are the professional practices related to academic knowledge, educational skills, personal judgment, and ethical behavior as articulated in the Alaska Code of Ethics of the Education Profession and the Standards for Alaska's Teachers.

### MINIMUM QUALIFICATIONS:

- Baccalaureate degree in appropriate academic field.
- Alaska Initial, Professional, or Master Teaching Certificate as appropriate to assignment.
- Certificate of Health signed by a licensed physician.
- Ability to maintain confidentiality regarding school district related matters, students, families, and staff.

### RESPONSIBILITIES:

1. Support the mission of the Craig City School District.
2. Carry out all directives from school and district administration.
3. Comply with all applicable laws, Board Policies, and Administrative Regulations of the District.
4. Be familiar and comply with the terms of the Professional Teaching Practices Commission.
5. Be familiar and comply with the terms of the Collective Bargaining Agreement.
6. Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.
7. Support families in assessing the progress of students on a regular basis and provide progress reports as required.
8. Use common, district-adopted, or other suitable assessments as appropriate for summative, formative, and/or diagnostic purposes.
9. Clearly articulate objectives and learning goals for all IEPs as applicable to each student.
10. Provide appropriate support materials with and share assessment methods for families in order to monitor the student's learning progress.
11. ~~Prepare for classes assigned and show written evidence of preparation upon request from the principal.~~
12. Participate in and contribute to the teaching profession.
13. Participate in and contribute to the review of curriculum.
14. Participate in and contribute to professional development.
15. Maintain a high standard of professional ethics.

### ESSENTIAL DUTIES:

1. This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
2. Instruct students using the appropriate district curriculum and Alaska State Standards.

3. Provide examples of differentiated instruction and share possible opportunities for differentiation with all families to meet the individual needs, interests, and abilities of their students.
4. Communicate necessary information regularly to students, colleagues, and parents/guardians regarding student progress and student needs.
5. Develop and implement the components of an effective IEP, including measurable objectives, relevant activities and strategies for ensuring that all students learn.
6. Provide families with resources for progress monitoring and document all shared student progress.
- ~~7. Provide a classroom management/discipline plan ensuring student safety at all times.~~
8. Ensure assessment regulations and guidelines are followed at all times.
9. Create and maintain a positive environment for all students and families in our learning centers.
10. Recognize and fulfill the role as an agent of the District in all work and communication to display a positive attitude and image of the District, to join cooperatively and positively in all District initiatives, and to support and comply with all given directions.
11. Support the integration of technology into the instructional program.
- ~~12. Supervise students at all times.~~
- ~~13. Supervise students during lunch, passing periods, assemblies and school events as assigned.~~
14. Maintain accurate student records as required by law.
15. Establish and develop positive relationships with students, families, staff, and the public.
16. Coordinate assessments with contract providers for remote students.
17. Communicate concerns to administration quickly and clearly with the objective of solving problems as they arise.
18. Participate in establishing and maintaining a positive school climate.
19. Participate positively, productively, and creatively in efforts to solve problems and improve the instructional practice of the District.
20. Reports all incidents to school or district administration (e.g. fights, suspected child abuse, suspected substance abuse, harassment) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and Board Policies.
- ~~21. Directs and supervises student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.~~

### Special Education Duties:

In addition to the duties and expectations for all teachers, the Special Education teacher:

1. Participates as a member of the IEP Team.
2. Assists families to ensure students reach obtainable educational goals.
3. Promotes a positive understanding about the program among the IEP team and greater school community..
4. Assists in obtaining pertinent educational assessment data and other information necessary to the development of the IEP.
5. Assists and consults with contact teachers in reference to students with disabilities who receive services within the regular educational environment.
6. Assists the Special Services Department in the development of district-wide policies and procedures.
7. Participates in MTSS meetings and additional family meetings when related to special education.
8. Participates in evaluations of students, provides progress monitoring tools to families, and maintains data related to program modification.
9. Participates in required staff development activities.
10. Uses a wide range of teaching methods, materials, techniques, and equipment applicable to addressing various types of learning problems.

- ~~11. Schedules instruction and activities to maintain a positive learning atmosphere and to provide access to the least restrictive environment.~~
12. Maintains current knowledge in the professional teaching area including pertinent Federal Law and State Special Education Regulations.
13. Assists in the implementation of district procedures at all times.
14. Keeps accurate records and files for all Special Education students in accordance with district procedures.
15. Collects and analyzes data from families in order to monitor students' progress and update IEPs in accordance with District procedures.
16. Promotes a positive public image of the District's Special Services programs among the general public and staff.
17. Facilitate professional development of all staff members in the area of special education students requirements and best practices.

**POSITION EXPECTATIONS:**

1. Knowledge of content area and how to teach it.
2. Guide the learning process toward achievement of curriculum goals.
3. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
4. Pursue professional growth and continuous improvement of professional practice of instruction, and demonstrate the qualities of a life-long learner.
5. Communicate effectively both written and orally.
6. Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds.
7. Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
8. Perform other job-related duties as assigned by principal.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Certified Personnel.

**EQUIPMENT USED:**

Computer, interactive white boards, calculator, copier, fax machine, intercom, telephone/voice mail, email, emergency response systems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time limitations.

**PHYSICAL DEMANDS:**

1. Ability to safely, regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
2. Ability to stoop, kneel, crawl, bend, turn, reach, climb, balance, or other movements as necessary to meet mission.

3. Ability to work indoors and outdoors year-round.
4. Adherence to all district health and safety policies.
5. Adherence to professional dress and appearance expectations as appropriate to assignment.
6. See and read a computer screen and printed matter with or without vision aids.
7. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
8. Speak so that others may understand at normal levels and on the telephone.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee must frequently work within time constraints and maintain intense focus. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.*

*The Craig City School District is committed to providing equal educational and employment opportunities, services and benefits to all students and employees without regard to race, color, religion, physical handicap, national origin, sex, or other prohibitions. This policy is consistent with local, state and federal employment laws and regulations.*

**For those employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**