

Policy No: 406.01 R8  
Adopted: March 9, 2015  
Revised:

## **JOB DESCRIPTION-SPECIAL EDUCATION TEACHER**

The special education teacher shall be responsible to and evaluated by the building principal but shall cooperate and work with the staff in performing his or her duties. The job description shall include but will not be limited to the following:

1. Performing those applicable duties described in the teacher's job description in 406.02 E1.
2. Must work closely with the administration in developing, supervising, and administering the budget and financial accounting of all reimbursable special education programs.
3. Assisting in the preparation of reports as they relate to the special education program.
4. Assisting in the formulation of philosophy and objectives as they relate to the special education program.
5. Assisting in the administration and coordination of all special education referrals, diagnostic testing, student placement, and Individual Education Plans (I.E.P.'s).
6. Working with students in Special Olympics program
7. Effectively working with other staff members in the coordination of the special education program with over-all educational program of the school district.
8. Shall be available for presenting reports to the board of education at the request of the superintendent of schools.
9. Consulting with the building principal in the selection of all classified personnel assigned to his or her program.
10. Consulting with the superintendent of schools in the evaluation of those classified personnel assigned to his or her program.
11. Minimum educational preparation requirements.
  - A. Nebraska Bachelor's in education plus those hours needed to meet Nebraska Department of Education requirements for area of endorsement, or equivalent.
  - B. Holds a Nebraska certificate with endorsement in area of assignment, or equivalent.
12. Requires considerable lifting and positioning of students in the course of teaching and assisting them.

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13. Minimum physical requirements for the position.

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing		X		
Walking		X		
Sitting			X	
Bending/ Stooping			X	
Reaching/ Pulling		X		
Climbing	X			
Driving		X		
Lifting 75# Max.		X		
Carrying 30 ft.		X		
Manual Dexterity Tasks'		X		

Use telephone, computer, AV equipment, and copier.

14. Must be able to deal with stressful situations.
15. May be assigned such duties as taking tickets or monitoring students during school-sponsored evening or Saturday activities. May be assigned to assist with student supervisory or playground duties during school day.
16. May be exposed to such hazards as chalk dust, infectious diseases, or inclement weather.
17. Shall perform such other tasks and duties as may be assigned.