

**JOB DESCRIPTION**  
**SPECIAL EDUCATION TEACHER**  
**SCHOOL DISTRICT OF PITTSVILLE**

**REPORTS TO:** Director of Student Services, Principal(s), and/or District Administrator

**QUALIFICATIONS:**

1. Maintains special education teacher certification with the Wisconsin Department of Public Instruction.
2. Considerable knowledge of the principles and practices of teaching.
3. Considerable knowledge of subjects and activities required in the field of specialization.
4. Considerable knowledge of instructional methods applicable to the field of specialization.
5. Considerable knowledge of the texts, materials, supplies, and equipment necessary in carrying out educational or recreational programs.
6. Considerable knowledge of current literature, trends, and sources of information in the field of education.
7. Ability to evaluate students' educational achievements critically and give assignments according to their interests and ability
8. Ability to prepare lesson plans and organize a meaningful instructional program.
9. Ability to prepare examinations to test the attainment of students.
10. Ability to interpret the results of tests.
11. Ability to maintain discipline and to get along well, and develop rapport with handicapped children.
12. Ability to maintain records and prepare reports and correspondence related to the work.
13. Ability to communicate effectively with others.
14. Ability to maintain favorable public relations.

**DUTIES AND RESPONSIBILITIES:**

1. Teaches classes at the preschool, primary, elementary, or secondary level, in academic, elective, or special subjects, within a specific area of special education.
2. Prepares, adapts, and delivers instructional material.
3. Develops suitable curricula and effective teaching methods based on the assessment of students' needs.
4. Evaluates students' academic and behavioral progress.
5. Supervises students in classrooms, school buildings, and social-curricular activities.
6. Develops educational plans for the individual student.
7. Teaches desirable study, work, and recreational habits by providing pupils with opportunities for which they are best suited.
8. Creates and maintains student records and prepares reports relative to the work.
9. Selects appropriate texts, learning aids, materials, and supplies.
10. Works cooperatively with staff within the student services department, e.g., psychologists, social workers, speech clinicians, OT, PT, specially developed physical education, counselor, nurse, and with outside social agencies.
11. Assists in identifying, selecting, modifying, and evaluating instructional materials.
12. Develops and implements annual Individualized Educational Plan (IEP) for students to include: present levels of educational performance, special education needs, instructional goals and objectives, and the special education and related services required to meet those goals.
13. Provides research-based specialized instruction to address the instructional goals and objectives contained within each student's IEP.
14. Fulfills professional obligations related to meeting deadlines, schedules, and requests from administrators, parents, and/or students.

15. Attends and participates in staff, team, and/or department meetings and other related district meetings, as necessary.
16. Models professional and ethical standards when dealing with colleagues, administration, students, families, and the community.
17. Demonstrates willingness to share expertise and professional knowledge with other staff.
18. Maintains records and prepares reports and correspondence related to the work.
19. Performs other related duties as assigned.

**EVALUATION:** The administration shall complete an evaluation in accordance with Board policy.

*Approved by the Board of Education May 8, 2023.*