

**Warrenton-Hammond School District**  
**Job Description**

---

**Job Title:** Teacher – Special Education – High School  
**Reports To:** Principal

---

**JOB SUMMARY**

This position is responsible for providing special educational services to high school students in a classroom setting. Instructs students, maintains student discipline and is responsible for student academic achievement.

---

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the District.
3. Tests students for special education qualification, writes IEPs and behavioral plans, reviews IEPs, and chairs IEP meetings.
4. Serves as special education case manager for assigned student population.
5. Plans a program of study that meets the individual needs, interests and abilities of students.
6. Works directly with students with a variety of special needs.
7. Plans and supervises purposeful assignments for teacher aide(s).
8. Assists in the selection of books, equipment and other instructional materials.
9. Instructs students and assigns relevant homework.
10. Grades papers, assignments, and assessments promptly and accurately.
11. Prepares and administers subject/topical specific tests to measure student abilities and progress.
12. Prepares report cards and progress reports.
13. Implements IEPs, and verifies compliance with state and federal special education laws and checks on student progress.
14. Facilitates conferences with students and parents.
15. Completes required paperwork in specified time and manner.
16. Designs and implements appropriate instruction of subject assigned in accordance with students' needs, District curriculum and state standards.
17. Conducts appropriate assessments of students' work and maintains accurate and regular data on students in areas of attendance, grades and IEP progress, if applicable.
18. Assists students with tracking assignments and managing behaviors.
19. Supervises students in hallways before, after and between classes, in library, and at special events.
20. Assists administration in implementing policies and rules governing student life and conduct.
21. Works to establish and maintain open lines of communication with students and their parents concerning the academic and behavioral progress of their students through conferences, written messages, telephone calls and/or e-mail.
22. Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident which might affect the school, teachers or students therein.
23. Uses a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
24. Assesses the accomplishments of students on a regular basis and maintains such records as required by law and by District policy.
25. Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials and facilities.

26. Appropriately maintains and secures confidential records and inquiries.
27. Maintains appropriate certifications and training hours as required.
28. Cooperates with other members of the staff in planning instructional goals, objectives, curriculum and instructional methods.
29. Obtains special training as directed to meet unique needs of assigned student(s).
30. Professionally represents the school and the District in interactions with parents, community, staff and students.
31. Complies with applicable District, state, local and federal laws, rules and regulations.
32. Attends work regularly and is punctual.

---

### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Substitutes for other teachers, as necessary.

---

### SUPERVISORY RESPONSIBILITIES

May supervise and direct the work of educational assistants and/or teacher aide(s). All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

---

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A.) or equivalent from four-year college or university. Master's degree (M.A.) or equivalent strongly preferred. Must be highly qualified under the reauthorized ESEA. Prior successful experience teaching adolescent students with varying special needs in a school setting is strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with and teach adolescent students with a variety of disabilities.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to respond to situations in a proactive manner. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet and word processing software, and spreadsheets including, but not limited to MS Word, MS Excel, MS Outlook, and Grade Keeper.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students with varying disabilities. Possesses knowledge of effective behavior management methods. Ability to exercise good judgment and work in a dynamic environment and appropriately react to a wide spectrum of behaviors of disabled students.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Must have a valid teacher's license and subject specific endorsement(s) (special education) through the Teachers Standards and Practices Commission (TSPC), and CPR/First Aid card.

### **PHYSICAL DEMANDS**

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a special education classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bodily fluids and/or bloodborne pathogens.

### **OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

**Signature:**

**Date:**