



- **Exceptional Student Services- Special Education Teacher or a Colorado Licensed Teacher to provide ESS under the Supervision of an ESS endorsed Special Education Teacher.**

Part Time: 15 – 20 hrs. week or possibly Full Time

REPORTS TO: Head of School

MINIMUM QUALIFICATIONS:

- Must hold or qualify for Colorado Licensure in Special Education or Colorado Licensure in Education
- Understanding of standards, assessment, and curriculum integration
- Knowledge of Colorado Content Standards preferred

POSITION SUMMARY: To work in conjunction with the general education teachers to provide the appropriate in class and remedial supports for the students on the caseload. Establish an effective rapport with pupils, and cultivate good relationships with parents and other staff members. Motivate pupils to develop skills, attitudes, and knowledge needed to provide a good foundation for elementary grade education in accordance with each pupil's ability.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned)

Monitors IEP goals and generates new goals as needed.

Generates and updates the IEP to be in compliance with state and federal regulations.

Collaborates with Support Service professionals to incorporate speech, Physical Therapy, and Occupational Therapy services as needed.
(SJBOCES)

Instructs pupils in citizenship and basic subject matter specified in state law and administration regulations and procedures of the school district.

Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.

Communicates regularly with parents outside normal classroom day by means of notes, phone calls, emails and conferences.

Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere.

Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.

Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans.

Is available to students and parents for education-related purposes outside the instruction day.

Creates an environment for learning through functional and attractive displays interest centers and exhibits of student's work.

Assist teachers with Response to Intervention (RTI) as needed
Provide Tier III intervention

Provide appropriate training for staff as needed.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES: Ability to apply knowledge of current research and theory to instruction program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents. Skilled in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those and 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 above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.