

NATIONAL SCHOOL DISTRICT

Job Description

Adopted: November 18, 1992

Page 1

TITLE: TEACHER OF SPECIAL DAY CLASS/SEVERELY HANDICAPPED

PRIMARY RESPONSIBILITY:

Provides a functional education program for students with severe handicaps, encompassing a wide variety of condition. The program will emphasize survival skills, daily living skills, basic learning and subject skills, social competence, career education skills, and emotional security.

DIRECTLY RESPONSIBLE TO:

Principal, with program direction from Director II-Special Education

ASSIGNED RESPONSIBILITIES:

1. Provides individualized and small group instruction with emphasis on survival skills, self-help and daily living skills, basic skills, and other skills as described in the students Individualized Education Program (I.E.P.).
2. Provides a learning environment in which emphasis is placed upon the development of a positive self-concept.
3. Establishes and maintains a climate for the development of student behavior necessary to achieve all students Individualized Education Program (I.E.P.) objectives within the classroom.
4. Identifies student needs and cooperates with other staff members in assessing and remediating students health, attitude, and learning problems.
5. Encourages and coordinates frequent parent and intro-professional conferences to assure an ongoing, relevant remediation plan.
6. Shares in the supervision of students in out-of-classroom activities during the assigned working day.
7. Maintains professional competence through participation in in-service education provided by the district and/or self-selected professional growth activities.
8. Plans and coordinates the duties of volunteers and paraprofessionals as necessary.
9. Performs basic attendance accounting as required.
10. Selects and requisitions books and instructional materials, and maintains required inventory records.

Job Description: Teacher of Special Day Class/Severely Handicapped
Page 2

11. Develops lesson plans and instructional materials; provides individualized and small group instruction to adapt to each student's needs.
12. Evaluates students progress and social growth, keeps appropriate records, prepares progress reports and communicates results with parents.
13. Performs other duties as assigned.