

Old National Trail Special Services Interlocal  
1 N. Calbert Way, Suite B  
Greencastle, IN 46135  
765-653-2781

## **JOB DESCRIPTION**

### **Special Education Teacher**

**POSITION TITLE:** Special Education Teacher, Cloverdale Elementary ONT Classroom

**STATUS:** 183 days

**MINIMUM QUALIFICATIONS and CREDENTIAL REQUIREMENTS:**

1. Valid Indiana teaching license with a special education endorsement.
2. Good organizational, communication and technology skills.
3. Ability to coordinate multiple students at different ability levels.
4. Pass criminal history check.
5. The employee shall remain free of any alcohol or non-prescribed controlled substances in the workplace throughout his/her employment.

**SUPERVISED AND EVALUATED BY:** Executive Director, Education Coordinator or designee.

**SCHEDULED REVIEW:** As per ONT contract and ONT evaluation plan.

**ESSENTIAL FUNCTIONS:** Perform the appropriate essential functions and responsibilities of a special education teacher. The person must have the ability to create a class environment conducive to learning and personal growth. Must have the ability to establish an effective rapport with students for the purpose of motivating them to develop skills, knowledge, attitude and behavior that will foster a strong foundation for learning. The candidate selected for this position must be comfortable working with the elementary and middle school populations.

Employee in the performance of the assigned duties shall:

1. Will progress monitor students accurately and objectively for educational growth.
2. Develop a positive classroom environment and motivate students to reach their individual maximum potential.
3. Provide push in and pull out support for students on the caseload per their IEP requirements.
4. Supervise, direct, and plan purposeful assignments for paraprofessionals and/or other volunteers.
5. Assist the principal, through consultation, in the performance evaluation of paraprofessionals.
6. Communicate in a positive manner with diverse groups and establish relationships with parents and other stakeholders in the education of children.

**Essential Functions to include, but not limited to:**

1. Ability to work with building level personnel, both general and special education in a supportive and collaborative manner.
2. Ensure that all local, state and federal special education regulations are followed and complete all procedural paperwork.
3. Maintain accurate, complete and correct records required by law, district policy and administrative regulation.
4. Utilize web-based programs provided by the school.
5. Ability to maintain confidentiality and act as an appropriate role model for students.
6. Will comply with school district policies and codes, (dress code, attendance policy, conduct policy, etc.)
7. Be willing to investigate and utilize assistive technology to support student needs.
8. Employ a variety of instructional techniques, methods, and materials that are appropriate for meeting each student's individual goals and needs.
9. Develop reasonable classroom rules for behavior and procedures consistent with ONT policy.
10. Effectively respond to/manage and appropriately seek assistance for crisis situations.
11. Perform duties, as directed by specific administration, under emergency conditions, when it is considered that the safety and/or welfare of the students, staff and/or school property is endangered.
12. Actively participate in staff training and/or professional development training designed to increase overall skills.
13. Develop and maintain a knowledge base regarding technology and current research, materials and applications in the classroom.

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

