



**District OR-1: Home of the Panthers!**  
**Job Description: Special Education Teacher**  
**Updated: March 2022**

It is the policy of District OR-1 to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

**JOB TITLE:** Special Education Teacher

**REQUIREMENTS:**

- Bachelor's Degree from an accredited university or college
- Endorsement in K-6 or K-12 Special Education
- Valid Nebraska Certificate with appropriate endorsement in subject area.
- Willingness to complete required training in accordance with district guidelines
- Successful teaching and/or practice teaching experience
- Such alternatives to the above qualifications as the Board of Education may find appropriate
- Successfully pass district background check

**REPORTS TO:** Building Principal

**RECEIVES GUIDANCE FROM:** Building Principal

**JOB GOAL:**

- To skillfully serve special education students in providing the best possible educational experience through appropriate remediation, curriculum accommodations and modification, direct special education instruction, and behavioral and social skill development. To organize and facilitate a productive “skills based” learning environment which provides opportunities and access for students to: foster independent learning skills, understand and demonstrate content area skills and knowledge, develop effective communication skills, foster an appreciation of our culture and heritage, promote a positive classroom climate, build effective relationships, and role model respect for the rights of others, self, and property. The instructor will teach special education courses and serve in programs offered by the district in alignment with federal, state, and local standards and district needs. Finally, the special education instructor is encouraged to promote and develop community partnerships and the instructor will serve as a school liaison in providing opportunities for students to be involved in community and extracurricular activities.

**TERMS OF EMPLOYMENT:** Nine-month year or as established by the Board of Education

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the district's Personnel Evaluation Policy

**ESSENTIAL DUTIES:**

- Consistent and punctual “on site” attendance at the worksite is an essential job function
- Provide consultation to classroom teachers, parents, principal, and supervisors
- Maintain a dual role of working with individual or small groups of students and collaborating with the classroom teacher to provide a coordinated program that best fits the individual needs of each student.



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- Attend, actively participate, and as needed, lead IEP and other meetings
- Provide special education training as needed to enhance student learning
- Coordinate with other building personnel to ensure that adequate communication is maintained with each student parents/guardians to keep them informed of progress/programs
- Update Individualized Educational Programs in accordance with Rule 51: Rules and Standards Governing Special Education Programs
- Serve as an active member of a multidisciplinary team
- Collect assessment data and use it effectively to plan academic and behavioral programming
- Teach and reinforce academic and behavioral skills to foster success
- Assist in the modification of regular classroom assignments and school activities
- Provide learning strategy suggestions and modified materials to other teachers and support staff
- Communicate student objectives and goals orally and in a written format as needed
- Exhibit patience, openness, and concern in dealing with children
- Exhibit tact and self-control in dealing with parents and teachers
- Request and/or coordinate additional services or resources deemed necessary for children
- Implements Board policy regarding education philosophy/curriculum under the direction of the administration through planning, organizing, managing, interacting with students; establishing rapport with students, staff, parents and community, and continuing professional development
- Effectively utilizes the district instructional model
- Implements the disciplinary procedures of the district
- Implements “best practice” instructional strategies and applies a teaching philosophy that provides a safe and effective learning environment for all students.
- Supervises behavior in the school environment to maintain the safety and well being of the students and staff
- Keeps accurate records of attendance, absences and tardies
- Makes effective use of audio-visual materials and aids
- Communicates positive support of students in their educational development
- Recognizes the exemplary influence of the educator over the student
- Relates with staff, parents and community stakeholders through positive professional cooperation
- Conduct field trips to develop work and social skills through life / community experiences

**INTERPERSONAL SKILLS:**

- Student behavior does not detract from the effective learning climate in the classroom
- Teacher exhibits patience, openness, and concern in dealing with students
- Rapport within and outside the classroom evidences mutual respect between the students and teacher
- Teacher exhibits tact and self-control in dealing with parents
- Teacher accepts feedback from administrators with self reflection and a growth mindset
- Teacher dresses appropriately and is well groomed
- Teacher shows enthusiasm and initiative
- Teacher is punctual in job responsibilities
- Teacher is willing to spend time outside the regular school day to assist students and supervise school activities as needed.

**OCCASIONAL:**

- Provide opportunities for students to participate and be active in community projects
- Assist students in coordinating various activities at the local, district, and state levels



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- Periodically issues communication forms and grade reports
- Suggests positive recommendations for the continuing review and development of curriculum
- Remains current with professional training and shows evidence of regular professional growth
- Actively participates at scheduled staff meetings and serves on educational committees
- Recognizes the extra curriculum program as integral to the educational development of the child
- Performs other duties within the scope of employment and certification as assigned by the appropriate administrator

**OTHER REQUIREMENTS (*Intellectual, Sensory*):**

- Effective oral and written communication skills
- Skills in leadership, organization, problem solving and conflict resolution
- Skills in human relations; ability to deal with a variety of people
- Ability to work under stress
- Skills in assessment and evaluation

**WORK ENVIRONMENT/ CONDITIONS:**

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.

- Ability to work varied hours as requested including early mornings and evenings on occasion.
- Ability to work in a smoke-free and drug-free work environment.

**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.

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting or standing for extended periods of time.
- Strength, movement, auditory, taste/smell, and vision demands specific to the job.
- Manual dexterity to handle computer and phone requirements.