

JOB DESCRIPTION

JOB TITLE:	Classroom Teacher – Cross Categorical	DATE CREATED:	04/07/2020
CATEGORY:	Licensed Educator	DATE REVISED:	
DEPARTMENT:	Teaching & Learning	BLS CODE:	25-3099
REPORTS TO:	Principal/Associate Principal	FLSA STATUS:	Exempt

POSITION OBJECTIVE:

Develop and implement specially designed instruction under the supervision of building and district instructional leaders for special education. Serve students with a variety of diverse needs and impairment categories grades K-6/7-12. Utilization of inclusive practices through a co-serving instructional model is required.

PRIMARY RESPONSIBILITIES:

1.	Develop specially designed instruction to provide individualized and small group services to students with disabilities.
2.	Establish and maintain rapport with students to ensure an effective learning atmosphere.
3.	Evaluate student academic and social-emotional, and behavioral growth, maintain accurate records, including progress reports, and collaborate with general education teachers to co-assess and co-grade students with disabilities.
4.	Effectively communicate with parents, staff, students, and administration.
5.	Participate in the Professional Learning Community (PLC) by working in a supportive and collaborative manner with supervisors and colleagues, using a co-serving framework.
6.	Conduct evaluations and IEPs in accordance with state and federal guidance.
7.	Case manage a group of students with disabilities, which includes but is not limited to overseeing their special education services, IEP/evaluation development, and the delivery of specially designed instruction.

CORE COMPETENCIES:

•	Know details of wide range of impairment conditions
•	Have ability to adapt general education materials and instruction to meet specific needs of individual students with disabilities
•	Have ability to work with other instructional professionals in a co-serving model
•	Be familiar with current instructional practices relative to academic, behavior, and adaptive instruction
•	Have a thorough knowledge of IEP forms and the details required for a procedurally correct evaluation and IEP processes and paperwork

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Administrative Assistant

•	Have the ability to exercise professional judgment and apply procedural principles in unique or complicated situations
•	Show initiative in researching interventions and working with an instructional team to determine/develop and implement interventions
•	Knowledgeable about assessment instruments required to determine eligibility and programming
•	Time management, organizational, and prioritization and problem-solving skills with the ability to manage multiple tasks with frequent interruptions
•	Strong verbal and written communication skills with the ability to communicate, interact and work effectively and cooperatively with people from diverse backgrounds
•	Engage in life-long learning, positively represent the district at all times, and have a commitment to public service

REQUIRED QUALIFICATIONS:

•	Bachelor's degree, or higher, in content area;
•	Strong working knowledge of technologies appropriate to the educational process.

PREFERRED QUALIFICATIONS:

•	Advanced degree in content area, curriculum and instruction or educational leadership;
•	Working knowledge of district adopted software applications (e.g., Infinite Campus, data warehouse & mining system);
•	Working knowledge of DPI website;
•	Understanding of data structures and interrelationships.
•	Knowledge of district and school policies and procedures preferred.

SPECIAL REQUIREMENTS:

•	While performing the duties of this job, the employee is frequently required to talk and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee is regularly required to stand, walk, and/or sit and may occasionally be required to reach above shoulders, climb, stoop, kneel, crouch or crawl.
•	The employee must regularly lift and/or move up to 10 pounds while moving paper work or educational materials. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
•	Occasional travel within the district may be required.

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This document describes general information about the position however should not be considered as comprehensive. School District of New Berlin reserves the right to modify job duties or descriptions at any time. This document is not an employment contract.