

**JOB DESCRIPTION**  
**Nogales Unified School District #1**

**TEACHER SPECIAL EDUCATION**

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**Purpose Statement:**

The job of TEACHER SPECIAL EDUCATION is done for the purpose/s of developing special education students' success in academics, interpersonal skills and activities of daily living by implementing district approved curriculum; documenting teaching and student progress/activities, outcomes; addressing students' specific needs; providing a safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

This job reports to STUDENT SERVICES DIRECTOR AND PRINCIPAL

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**Essential Functions**

- Adapts classroom work under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives.
- Administers, under supervision, first aid and assistance to medically fragile children (e.g. tube feeding, toileting, diapering, etc.) for the purpose of providing appropriate care for children as assigned.
- Advises parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses students' social needs (e.g. behavioral, motor development, communication, etc.), academic needs, progress, expectations, goals, etc. (e.g. developmental level, vocational abilities, etc.) for the purpose of evaluating students and family requirements, placement and success of the program.
- Collaborates with school personnel, parents and various community agencies for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum.
- Directs instructional assistants, volunteers and/or student aides for the purpose of providing an effective school program and addressing the needs of individual students.
- Instructs students for the purpose of improving their success in academic, interpersonal and daily living skills through a defined course of study.
- Manages student behavior for the purpose of providing a safe and an optimal learning environment.
- Prepares teaching materials and related reports (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and documenting student progress.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code, administrative and/or school policies.

**Other Functions**

- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, applying assessment instruments, preparing and maintaining accurate records, promoting child centered environment, record keeping, verbal and written communication skills.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities, bilingual (english/spanish) helpful, pertinent codes, policies, regulations and/or laws, stages of child development, working knowledge of school system

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting curriculum to meet needs of students, adapting to changing work priorities, addressing the learning styles of students, assessing learning outcomes achieved by students, communicating with students, creating and maintaining climate of respect, implementing activities that promote student learning, implementing classroom management techniques, maintaining confidentiality meeting deadlines and schedules, planning instructional goals/outcomes for students, setting priorities, utilizing current technology, working as part of a team, working with detailed information/data, working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 20% walking, and 75% standing. The job is performed under a generally hazard free environment.

**Experience** Job related experience is desired.

**Education** Bachelors degree in job related area.

**Required Testing**

None specified

**Certificates & Licenses**

Valid Arizona Teaching Certificate. Certain endorsement may be required for certain positions. May need to meet North Central Association (NCA) requirements in respective subject such as Language Arts, Mathematics, Science, Social Studies or Foreign Language

**Continuing Educ. / Training**

Maintain Arizona Certification, Maintain Fingerprint Clearance Card

**Clearances**

Clean Motor Vehicle Record, Criminal Justice Fingerprint/Background Clearance

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**FLSA Status**

Exempt

**Approval Date**

Job description available upon request

**Salary Grade**

Certificated BA-MA45