

JOB DESCRIPTION

Job Title:	Special Education Teacher	Dept:	Special Education	
Reports To:	Principal	Work Class:	FLSA Status:	Exempt

**General Summary:**

The primary responsibility of the SPED teacher is to provide instruction and other related services to Special Education students. The SPED Teacher will also facilitate diagnostic assessment including administration, scoring and interpretation. SPED teachers will review and revise IEP's as needed. The Special Education teacher will support instruction in reading, math, and written language for students, tutor individual and small groups of students, administer and score academic testing, write individualized education plans and support other academic programs as needed. The Special Education teacher will work under the leadership of the Principal and the Director of Instruction.

**Essential Functions include, but are not limited to the following:\***

- Provide instruction to students with special needs and identified learning disabilities in a Special Education teacher program
- Tutor individual and small groups of students, reinforcing language and reading concepts
- Administer and score individual and group tests
- Schedule IEP meetings, coordinating schedules with parents, general education teacher(s), administrator, and all appropriate special education staff
- Conduct IEP meetings
- Communicate and coordinate special needs evaluation and testing with speech teacher, psychologist, and other service providers.
- Communicate with parents regarding individual student progress and conduct
- Maintain progress records and record progress toward IEP goals
- Record progress within the independent study program
- Perform other duties in support of the Special Education teacher program
- Support other academic programs offered within the independent study program

**Knowledge, Skills and Abilities Required:**

- Special Education teacher Certification
- Ability to teach students of grades 6-12
- Ability to work with student of all ages
- Ability to understand, adopt, and support the independent study program, concepts and their philosophies
- Ability to organize and present ideas effectively in oral and written form.
- Ability to make skillful decisions
- Ability to work under pressure and meet deadlines
- Ability to operate a PC computer, word processor, copier, FAX, and other office machines.

**Education and Experience:**

- Minimum BA degree
- Current Louisiana Professional License in Special Education

\*The specific statements shown in each section of this description are not intended to be all inclusive. They describe the general nature and level of work being performed and/or represent typical elements and criteria considered necessary to successfully perform the job. The Company retains the discretion to add to or change the duties of the position at any time.