

AGUILA ELEMENTARY SCHOOL DISTRICT
 JOB TITLE: DIRECTOR/TEACHER OF SPECIAL EDUCATION

Position Type: Exempt	Supervises: Classroom, Students, and Volunteers
Salary Schedule: Certified Salary Schedule	Reports to: School Principal
Term of Employment: Certified Calendar	Approved by: Human Resources
FTE: 1.0	Date: 07/28/2021

POSITION SUMMARY FOR DIRECTOR:

To ensure that the school district is providing appropriate programs in the least restrictive environment for all students with special needs. Including the management of the pre-referral process, maintenance of student data, communication with parents, and ensure the district and schools operate in compliance with special education law and procedures at all times.

POSITION SUMMARY TEACHER:

To be an advocate for students with special education needs by creating a flexible elementary school program and a class environment favorable to learning and personal growth; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for high school, in accordance with each student’s ability.

ESSENTIAL FUNCTIONS DIRECTOR:

- Promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders;
- Promotes the success of every student by acting with integrity, fairness, and in an ethical manner;
- Ensures a system of accountability for every student’s academic and social success;
- Promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context;
- Supervises the day-to-day routine operations and maintains the official records of the Special Education Department;
- Serves as the 504 Coordinator for the District;
- Promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth;
- Nurtures and sustains a culture of collaboration, trust, learning, and high expectations;
- Promotes the success of every exceptional student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources;
- Assists in the development, revision and evaluation of the curriculum as related to the needs of special education students;
- Establishes procedures for placement, evaluation, assignment, and re-evaluation of students with regard to the special education services program. Oversees and implements all aspects of student referrals, IEP development, diagnostic assessments and annual reviews. Institutes and maintains a documentation system within the district’s student management system that captures and organizes all such data.
- Oversees development, tracking, dissemination and proper implementation of IEP mandated accommodations for students with special needs during state testing events;
- Coordinates the set up and delivery of IEP mandated direct services to students, whether through direct in-house teacher support or contracted services with school districts or other qualified agencies;
- Establishes and maintains a database of relationships with other school districts, intermediate units, private providers, community agencies, mental health clinics, etc.;
- Works directly with parents, as needed, to answer questions and ensure compliance within the interest of maximizing student learning in the least restrictive environment;
- Builds and sustains positive relationships with families and caregivers;
- Acts as liaison between the school and the families of special education students;
- Conducts all special education related meetings;
- Assists in the in-service orientation and training of teachers in identification and meeting the needs of special education students;
- Monitors compliance with special education processes and timelines. Interprets and articulates special education regulations, policies and procedures to principals, teachers and parents to ensure compliance;
- Develops standardized processes, forms and protocols for all special education procedures;

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- Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students;
- Complies with all rules, regulations and policies of the Governing Board;
- Other job related duties as assigned.

ESSENTIAL FUNCTIONS TEACHER:

- To establish effective rapport with students;
- Teaches district approved curriculum using District approved resources;
- Completes Individual Education Plans for each student, according to the needs of the student;
- Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil;
- Translates lesson plans into developmentally appropriate learning experiences;
- Establishes and maintains standards of student behavior to achieve an effective learning atmosphere;
- Evaluates students' academic growth, keeps appropriate records and maintains a grade book;
- Identifies student needs and makes appropriate referrals and implements strategies for individual education plans;
- Instructs students in citizenship and subject matter specified in state law and administrative regulations and procedures of the school district;
- Remains available to students and parents for education-related purposes outside the instructional day;
- Maintains complete and accurate student records to meet all District and State requirements;
- Creates an environment for learning through functional and attractive displays and exhibits of student work;

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Arizona administrative and/or a Teaching Certificate in Special Education;

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The qualifications for this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Computer Skills** – Demonstrated competency in computer applications such as Word, Excel, Outlook, and typing.
- **Communication Skills** – Ability to read and interpret general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others.
- **Math Ability** – Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- **Reasoning Ability** – Ability to interpret assortment of instructions furnished in variable forms. Ability to apply reason to research and solve moderately complex issues with little or no assistance.
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**

The Aguila Elementary School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972. Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Aguila Elementary School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.

Reviewed / agreed to by _____

Date _____

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