

1 **Board Policies**  
2 **SERIES: 500**  
3 **SECTION: 530**  
4 **POLICY: 531.2**  
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**Blair-Taylor School District**  
**PERSONNEL**  
**PROFESSIONAL STAFF POLICIES**  
**SPECIAL EDUCATION TEACHER**

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8 **JOB TITLE:** Special Education Teacher  
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11 **JOB SUMMARY:** To provide students with learning experiences in conformity with the district's  
12 philosophy of education and instruction. To consistently work toward the positive  
13 development of all students throughout the day. Plan and deliver special  
14 educational services to students with disabilities in accordance with the student's  
15 individualized educational plan and with Wisconsin Model Academic Standards.  
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17 **REPORTS TO:** School Psychologist  
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19 **JOB DUTIES:**  
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- 21 1. Prepares course outcomes, lesson plans, and instructional materials following the curriculum  
22 guidelines or requirements as directed by the Board and Administration.  
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- 24 2. Lectures, demonstrates, and uses technology to promote learning and present subject matter to  
25 class. May teach variety of subject matter: Health, Social Studies, Science, Language Arts and  
26 Mathematics.  
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- 28 3. Select and requisition books and instructional materials.
- 29 4. Maintains inventory records and follows district's budgeting procedures.  
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- 31 5. Prepare, administer and correct assignments, state and district tests unless alternative assessments  
32 are given, to evaluate pupil's academic and social growth.  
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- 34 6. Maintain appropriate records and prepare progress reports.  
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- 36 7. Write student recommendations for scholarships, employment or school admission in a timely  
37 fashion.  
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- 39 8. Select, administer and score individual tests according to standardized procedures, IEP's, individual  
40 diagnostic and mandated DPI reports. Submits all reports as requested by case managers and  
41 pupil services.
- 42 9. Supervise students and maintain order in the classroom, study periods, lunchroom, and recreational  
43 times.  
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- 45 10. Communicates with parents, doctors and human services personnel through conferences and other  
46 means to discuss students academic and behavioral attitudes and achievements.  
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- 48 11. Cooperates with other professional staff members in assessing and helping pupils solve health,  
49 behavioral and emotional, adjustment or learning problems.  
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- 51 12. Serves a member of the IEP Team and assumes case management as determined by the team.  
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- 53 13. Attend all faculty meetings.  
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- 55 14. Participates in curriculum development programs, faculty committees, and the sponsorship of pupil  
56 activities.  
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- 58 15. Maintains professional competence through in-service education activities provided by the district,  
59 and self-selected professional growth activities.  
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- 61 16. Teach and assist life skills, self help and hygiene (toilet training).  
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**QUALIFICATIONS:** Qualifications have been identified as Required or Preferred for the job.

(R) = Required

(P) = Preferred

(R) Interpersonal skills to deal courteously and effectively with students, paraprofessionals (aides), teachers, administrators, and the public.

(R) Confidentiality and professionalism in all aspects of the job, including dress, conduct and attendance.

(R) Possess a minimum of a B.S./B.A. degree and a valid Wisconsin Teaching License for assigned level and categorical position.

(P) Prior successful teaching experience.

**PHYSICAL CHARACTERISTICS:**

The Dictionary of Occupational Titles characterizes this job as a light position. Light work is defined as: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. It requires moving about to a significant degree.

The Classification of Jobs further defines the physical factors as: Frequently reaching, handling, fingering, talking, hearing and working with near visual acuity. Occasionally stooping, kneeling and crouching.

**TERMS OF EMPLOYMENT:** 190 day contract; additional curriculum time may be assigned in accordance with the Master Agreement.

**EVALUATION:** Annually for the three year probationary period and at least once triennially thereafter.

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**LEGAL REFERENCE:** 118.19, 118.21, 121.02(q) Wis. Stats.

**First Reading:** 10/07/91

**Adopted:** 10/21/91

**Amended:** 08/30/04

**Amended:** 01-18-10

**Clerk:** \_\_\_\_\_