



## EXCEPTIONAL EDUCATION TEACHER

### JOB DESCRIPTION

**EMPLOYMENT CATEGORY:** Full-Time / Special Projects

**REPORTS TO:** Exceptional Education Director and School Principal

#### **POSITION SUMMARY:**

The Exceptional Education Teacher, working under the direction of the Exceptional Education Director and School Principal, is responsible for ensuring compliance with established policies, procedures, and state and federal statutory regulations. Responsibilities include, but are not limited to: developing student goals, objectives and intervention strategies, maintaining student records, scheduling IEP/504 and MET meetings with parents, teachers and administration, and serving as a resource of information regarding Exceptional Education programs and services.

#### **CORE RESPONSIBILITIES**

1. Individualized Education Plans (IEPs)

- Serves as a resource to students with IEPs – providing direct services to students in coordination with the School Principal and classroom teachers.
- Serves as a resource to families of students with IEPs.
- Serves as a collaborative resource to TYD staff about (1) specific IEPs or (2) IEPs and/or IEP processes.
- Attends manifest determinations as needed and provides services as needed.
- Coordinates with the Exceptional Education Director and School Principal to ensure that IEPs are being implemented appropriately.
  - **Important:** Communication with the School Principal is required if a staff member(s) is not implementing the IEP(s) appropriately.

2. 504 Plans

- Serves as the 504 Coordinator for the school with oversight of the 504 program provided by the School Principal.
- Serves as a resource to students with 504s – this can include providing interpretation of the plan and providing directions with where and how services can be provided.
- Serves as a resource to families of students with 504 plans to answer questions and resolve ambiguities in the 504 plan and related processes.
- Serves as a collaborative resource to TYD staff about (1) specific 504 plans or (2) 504 plans and processes.
- Coordinates with the School Principal to ensure that the accommodations from the 504 plans are being implemented.
- Meets with parents and students to establish and maintain 504 plans.
- Provides support and guidance to classroom teachers on the best practices for implementation of 504 accommodations.
  - **Important:** Communication with the School Principal is required if a staff member(s) is not implementing the 504 plan(s) appropriately.

### 3. Exceptional Education Documentation & Meetings

- Ensures that all necessary documentation for Exceptional Education students, IEPs **and/or** 504 plans are updated and filed appropriately in order to meet deadlines for compliance purposes.
- Schedules IEP and/or 504 meetings with Exceptional Education students, families and applicable staff members in coordination with the Exceptional Education Director and the School Principal. These meetings must be conducted with respect for the time of all attendees.
- Maintains accurate and organized records and documentation for accountability purposes.
- Being well prepared for any and all IEP, 504 or Exceptional Education meetings with students and parents to ensure an effective and productive use of time.
- Confirming attendance for any and all meetings 24 business hours prior to the meeting.
- Potential modifications in placements or services must be discussed with the school administrative team.
- Communicates with the Exceptional Education Director, Principal(s) and Executive Director for end of the year reporting.
- Coordinates and schedules related services with outside agencies, to include speech, language, occupational therapy and counseling as needed.

### 4. Additional Duties

- Follows expectations pertaining to all school staff, including but not limited to, attending staff meetings, participating in professional development opportunities, etc.
- Maintains push-in/pull-out services schedule, and communicates the schedule, and any revisions to this schedule, with the Exceptional Education Director and School Principal.
- Works collaboratively with classroom teachers to provide pull-out or push-in services for students with IEPs.
- Serves as a resource to TYD staff regarding 504 plans and the required accommodations that classroom teachers must provide students with 504 plans.
- Works to support TYD staff with regards to all Exceptional Education services.
- Additional duties as assigned.

## **REQUIRED QUALIFICATIONS**

- Certified in Exceptional Education cross categorical instruction.
- Well-rounded knowledge of core content areas.
- Experience with transition services for Exceptional Education students.
- Experience with coordinating services with outside agencies, vendors, etc.
- Two (2) years of experience in providing instruction and/or services to Exceptional Education students.
- Must possess and maintain active vehicle insurance (due to necessary travel between sites).
- Must possess and maintain a valid Arizona IVP Fingerprint Clearance Card.

## **PREFERRED QUALIFICATIONS**

- Bilingual (English/Spanish). The ability to read and write in Spanish.
- Two (2) years of experience supervising an Exceptional Education paraprofessional(s).

## **PHYSICAL REQUIREMENTS**

- The employee is required to sit for extended periods of time at desk and may occasionally be required to stoop, kneel, or crouch.
- The employee must frequently lift or move objects up to 10 pounds and occasionally lift or move objects up to 50 pounds.