



Mancos School District  
Staff Job Description

<b>Title:</b> Special Education Teacher	<b>FLSA Status:</b> non exempt
<b>Reports To:</b> Building Principal	<b>Pay Range:</b> refer to salary schedule
<b>Prepared/Revised Date:</b> June 5th, 2023	<b>Work Year:</b> 10 months

**SUMMARY:**

The Special Education teacher will provide extra support to students with documented learning challenges as identified in the students Individual Education Plan (IEP). Collaborate with general education and support staff to provide direct and indirect support and adapt instruction to meet the individual learning needs of all students resulting in an increased probability of advancing the students' achievement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of time</b>
1. Develop and implement an IEP for each student on the caseload, monitoring dates for compliance. Includes coordinating all IEP meetings including annual, initial evaluations, re-evaluations and additional meetings for students on the caseload and maintaining compliance with IEP implementation.	<b>D</b>	<b>35%</b>
2. Collaborate with the general education staff, San Juan BOCES service providers, students, and parents to plan and deliver specialized instruction, accommodations and assessment aligned with IEPs.	<b>D</b>	<b>15%</b>
3. Supervise assigned students and maintain a positive learning and least restrictive environment free from disruptive behavior by implementing proactive classroom management strategies. Supervise students to minimize any possibility of violent behavior and to minimize potential accidents.	<b>D</b>	<b>15%</b>
4. Schedule, plan and lead annual, re-evaluation, and initial IEP meetings with BOCES Staff, parents, & teachers.	<b>W</b>	<b>10%</b>
5. Collect and analyze data using multiple assessment tools, formal and informal, to guide eligibility determinations and IEP development including behavior planning.	<b>W</b>	<b>5%</b>
6. Responsible for progress monitoring of student growth and attainment of goals.	<b>D</b>	<b>5%</b>
7. Direct daily activities of paraeducators to support student needs, including developing daily schedules, providing training to perform job duties, model and provide guidance on instructional practices.	<b>D</b>	<b>5%</b>
8. Send home quarterly progress reports, with report cards, to parents informing them of their student's progress.	<b>Q</b>	<b>5%</b>
9. Consultation in the Multi-Tiered System of Support (MTSS) schoolwide process.	<b>W</b>	<b>3%</b>
10. Participate in annual ESS training.	<b>A</b>	<b>1%</b>



Mancos School District  
Staff Job Description

11. Perform other duties as assigned.	D	1%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Valid Colorado Teaching Certificate or equivalent with a Special Education endorsement

**TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:**

- Excellent oral and written communication skills
- Intermediate English language skills
- Excellent interpersonal relations skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Maintain confidentiality of student information and records in compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA)
- Creativity, enthusiasm, and dedication
- Ability to follow instructions
- Excellent time management skills
- Ability to be flexible with schedule changes
- Ability to interact and work effectively and cooperatively in a team environment
- Student focused
- Ability to take notes
- Data driven

**LICENSES, REGISTRATIONS, OR CERTIFICATIONS:**

- Must have a valid driver's license
- Must pass various pre-employment background screenings; required at entry
- CPR and First Aid Certification; must acquire within 2 months
- CPI Training; must acquire within 2 months

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with typical office equipment
- Microsoft and or Google applications
- Student Information Systems

**REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:**

- Reports to: Building Principal
- Direct Reports: Special Education paraeducator

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget				x
Administer a Budget				x



Mancos School District  
Staff Job Description

Monitor a Budget				<b>x</b>
Coordinate a Budget		<b>x</b>		
Initiate a Requisition		<b>x</b>		

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				<b>x</b>
Walk				<b>x</b>
Sit			<b>x</b>	
Use hands to finger, handle or feel			<b>x</b>	

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms			<b>x</b>	
Climb or balance		<b>x</b>		
Stoop, kneel, crouch, or crawl		<b>x</b>		
Talk				<b>x</b>
Hear				<b>x</b>
Taste		<b>x</b>		
Smell		<b>x</b>		

WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			<b>x</b>	
Up to 25 pounds			<b>x</b>	
Up to 50 pounds			<b>x</b>	
Up to 100 pounds		<b>x</b>		
More than 100 pounds		<b>x</b>		



Mancos School District  
Staff Job Description

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy			x	
Coordinate				x
Instruct				x
Compute			x	
Synthesize			x	
Evaluate				x
Use Interpersonal Skills				x
Compile				x
Negotiate				x

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			



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<b>VISION DEMANDS</b>	<b>REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB</b>
No special vision requirements	x
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

<b>NOISE LEVEL</b>	<b>Level of noise typical in the work environment for this job</b>
Very quiet	
Quiet	
Moderate	x
Loud	
Very loud	

**OTHER INFORMATION:**

- n/a

*Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.*

*Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.*