



SPECIAL EDUCATION TEACHER JOB DESCRIPTION

Job Title: Special Education Teacher

Reports to: School Principal

Wage/Hour Status: HDMS Salary Scale

Prime Directive:

To connect the student to the Montessori materials and lessons in a manner that will facilitate meaningful work in addition to appropriate non-Montessori materials and lessons. Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society. Prepare students for life.

Qualifications:

- . Nevada Teacher Certification: Highly Qualified under NCLB, clear license, for which a bachelor's degree at the minimum is required.
- . Required endorsements for subject and level assigned.

Special Knowledge/Skills:

- . Knowledge of Montessori and how it works especially from a specialist viewpoint.
- . In depth knowledge of subjects assigned.
- . Specific knowledge of Nevada Academic Content Standards for the grades to be taught.
- . Ability to instruct students and manage their behavior.
- . Strong organizational, communication, and interpersonal skills.

Experience:

At least one year student teaching or approved internship is required.

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Strategies:

- . Develop and implement lesson plans that fulfill the requirements of common core standards curriculum and show written evidence of preparation as required and in conformity to the Employment Agreement for Certified Teaching Staff.
- . Prepare lessons that reflect accommodations for differences in student learning styles.
- . Present subject matter according to guidelines established by HDMS board policies, and administrative regulations.
- . Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- . Conduct assessment of student learning styles and use results to plan instructional activities.

- . Work cooperatively with general education and speciality teachers to modify curriculum as needed for special education students according to guidelines established in Individual Education Plans (IEP), English Language (EL) and Response to Intervention plans (RTI/MTSS).
- . Work with other members of staff to determine instructional goals, objectives, and methods according to School requirements.
- . Use technology to strengthen the teaching/learning process.

Student Growth and Development:

- . Help students analyze and improve study methods and habits.
- . Conduct ongoing assessment of student achievement through formal and informal testing.
- . Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by High Desert Montessori School administrator.
- . Be a positive role model for students; support the mission of High Desert Montessori School and the Washoe County School District.

Classroom Management and Organization:

- . Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- . Manage student behavior in accordance with Parent/Student Handbook and the Positive Discipline Policy.
- . Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- . Assist in selection of books, equipment, and other instructional materials.
- . Maintain close supervision of students use of the internet.
- . Prohibit anything from entering the classroom that will interfere with the learning environment.

Communication:

- . Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers.
- . Maintain a professional relationship with colleagues, students, parents, and community members.
- . Use effective communication skills to present information accurately and clearly.

Professional Growth and Development:

- . Participate in staff development activities to improve job-related skills including Montessori focused PD and conferences when available.
- . Attend ongoing Professional Development coursework to maintain the requirements of Nevada State Teaching License and/or the Washoe County Social Service Child Care Licensing Division.

Other:

- . Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
- . Personally compile, maintain, and file all physical and computerized reports, records, and other documents required to keep child's individual files up to date and current.
- . Attend and participate in faculty meetings and serve on staff committees as required.

CERTIFICATIONS

It is the employee's responsibility to meet certification requirements prescribed by federal NCLB laws and NRS and NAC, and for ensuring that necessary records are on file in the HDMS Human Resource office personnel files and with State of Nevada Department of Education Teacher Licensure office. All staff roles have certain mandated safety certificates required by law that must be met before the employee is considered anything but probationary. Files must contain service records, official transcripts showing degrees conferred, a valid Nevada teaching license and any other employment information required by federal, state or local laws, codes and policies.

Teachers not having a valid license must apply for an appropriate licensure, certification or endorsement for the area in which they teach. Teachers must complete all requirements of the Department of Education and have a clear teaching license. High Desert Montessori School teachers will not be given contracts or salaries if they fail to produce their certification by the beginning of the academic school year, and may have to perform duties and be paid under their substitute license until replacements can be found. Employees found to be unable to achieve certification or who fail to keep certification valid and current will be dismissed.