



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Secondary Special Education Teacher (Cross Categorical)
Payroll/Personnel Type:	10 Month
Reports to:	Principal

Position Summary:

Providing students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical and social growth.

Essential Functions:

- Develop IEPs that meet the individual needs, interests and abilities of the students
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
- Prepare lessons that reflect differentiated instruction
- Prepare for classes assigned and show written evidence of preparation upon request of immediate supervisor
- Encourage students to set and maintain standards of classroom behavior
- Guide the learning process toward the achievement of curriculum goals, and in harmony with the goals, established clear objectives for all lessons, units, projects, and the like to communicate these objectives to the students
- Employ a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided, and the needs and capabilities of the individuals or student groups involved
- Strive to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives
- Assess the accomplishments of the students on a regular basis and provide progress reports as required with data included
- Take necessary and reasonable precautions to protect the students, equipment, materials and facilities
- Maintain accurate, complete and correct records as required by law, district policy and administrative regulations
- Assist the administration in implementing all policies and rules governing student life and conduct
- Develop reasonable rules of classroom behavior
- Maintain order in the classroom in a fair and just manner
- Make provisions for being available to the students and to the parents for education-related purposes outside of the instructional day when required or requested to do so under reasonable terms
- Plan and supervise purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluate their job performance
- Maintain and improve professional competence
- Participate in district staff development
- Attend staff meetings and serve on staff committees as required
- Maintain a professional relationship with colleagues
- Establish and maintain open lines of communication with students, parents and community members
- Participate in building level RtI teams
- Perform other job-related duties as assigned
- Demonstrate knowledge of basic computer programs (Word, Excel, etc.)

Knowledge, Skills, and Abilities:

- Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district



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- Ability to establish and maintain effective working relationship both internal and external to the district
- Ability to adjust the eye to bring an object into focus; judge distance (close and distant); reach with arms extended and use hands to manipulate the keyboard
- Ability to lift and carry up to 10 pounds, stoop, kneel, crouch, walk, twist, bend, climb, and/or be mobile
- Ability to travel throughout the district and city
- Valid Missouri Driver’s license with appropriate insurance coverage

Experience:

- Experience working within a Special Education setting (preferred)

Education:

- Master’s Degree in related area (required)
- Missouri Teacher Certification in one or more areas of Special Education

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date

_____	_____
Human Resources	Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.