



# Special Education Teacher

Louisiana Academy of Production (LAAP)

## SCOPE OF RESPONSIBILITIES

To provide specialized instruction and support to students with disabilities, ensuring access to the curriculum and compliance with all state and federal regulations.

Competencies and Performance Standards will be used for teacher evaluation in conjunction with measures of student growth. Measures of student growth will be aligned with the **Louisiana Academy of Production's** accountability measures as outlined in the Louisiana Accountability System.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### 1.0 SETTING INSTRUCTIONAL OUTCOMES

- **1.1 Rigorous Design:** Outcomes represent high expectations and are related to the "big ideas" of the discipline.
- **1.2 Clarity:** Outcomes are written in terms of what students will learn rather than do, suggesting viable methods of assessment.
- **1.3 Diversity of Learning:** Outcomes represent a range of factual, conceptual, reasoning, social, and communication goals.
- **1.4 Differentiation:** Outcomes take into account the varying needs of groups of students and are differentiated where necessary.

### 2.0 MANAGING CLASSROOM PROCEDURES

- **2.1 Instructional Time:** Maximizes time by ensuring students are productively engaged during small group work.

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- **2.2 Transitions:** Manages learner behavior during transitions and handling of materials so that movement between activities is smooth.
- **2.3 Routines:** Establishes efficient routines for the distribution and collection of materials with minimal guidance or prompting.

### **3.0 USING QUESTIONING/PROMPTS AND DISCUSSION**

- **3.1 Thinking:** Poses open-ended questions designed to promote student thinking and invites multiple possible answers.
- **3.2 Discussion:** Creates genuine discussion, making effective use of wait time and allowing students to talk to one another without constant teacher mediation.
- **3.3 Engagement:** Employs strategies to ensure most students are heard, building on student responses effectively.

### **4.0 ENGAGING STUDENTS IN LEARNING**

- **4.1 Intellectual Engagement:** Provides tasks aligned with outcomes that demand higher-order thinking and provide teacher scaffolding. Uses a mix of groupings and resources that require intellectual engagement.
- **4.2 Pacing:** Ensures the pacing of the lesson provides students the time needed to be fully intellectually engaged with the content.

### **5.0 USING ASSESSMENT IN INSTRUCTION**

- **5.1 Feedback Loop:** Uses formative and summative assessment regularly to adjust lessons and enhance understanding.
- **5.2 Criteria & Self-Assessment:** Makes students aware of high-quality work characteristics and invites them to assess their own work.
- **5.3 Specificity:** Provides accurate, specific, and timely feedback to guide student learning.
- **5.4 Diagnosis:** Elicits evidence of student understanding during the lesson through questions and prompts.

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## SPECIAL EDUCATION & MISCELLANEOUS DUTIES

- **IEP Development:** Develops and implements **Individualized Education Plans (IEPs)** as mandated by IDEA.
- **Modification/Accommodation:** Informs appropriate school personnel of necessary modifications needed for individual students.
- **Compliance:** Follows the rules and regulations of the **Louisiana Academy of Production Board of Directors** and state/federal special education mandates.
- **Student Tracking:** Updates short-term objectives on IEPs and submits reports to parents every nine weeks.
- **Documentation:** Maintains neat, accurate, and current records; assesses student strengths and weaknesses (educational, motor, social, self-help) every nine weeks.
- **Professionalism:** Uses grammatically correct language; maintains strict confidentiality; and serves as a model of intellectual honesty.
- **Communication:** Effectively communicates progress to parents and notifies the Principal promptly of student absences (3 consecutive or 5 overall days).
- **Supervision:** Supervises and directs paraprofessionals and ensures safety in hallways and classrooms.

## WORK ENVIRONMENT & REQUIREMENTS

- **Environment:** Must work in a school setting (climate-controlled and outside areas).
- **Communication:** Must communicate effectively in English (oral/written); compile data for reports; and interact pleasantly with the school community.
- **Equipment:** Must operate classroom computers, audio-visual equipment, and other office machinery.
- **Physical Involvement:** Must be able to stand, walk, reach, and lift 10-50 pounds (older students with assistance). Must be able to physically transfer, restrain, or position students as required by their specific needs.
- **Mental Involvement:** Must plan/implement education programs and utilize effective classroom management techniques.
- **Human Relations:** Must empathize with families of disabled students and respond positively to supervision and suggestions for improvement.

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## QUALIFICATIONS

- **Minimum:** Special Education Teacher certification in accordance with **Louisiana Department of Education Bulletin 746**.
- **Desirable:** Experience with specific disability categories or specialized behavioral training.

**REPORTS TO/EVALUATED BY:** Principal / Designee

**TERMS OF EMPLOYMENT:** 9 Months

**SALARY RANGE:** Starting salary \$50,000

## ROLE DETAILS

This full-time position offers a competitive benefits package including:

- Medical – Blue Cross Blue Shield of Louisiana
  - Blue POS Copay 70/50 \$2500
  - Premiums are age-based, with the employer covering 80% of the employee-only premium
- Dental – Employee-only coverage 100% employer paid
- Vision – Employee only coverage 100% employer paid
- 403 (b) Retirement plan with a 3% employer match
- Paid monthly over 12 pay periods

**REVIEWED AND AGREED TO:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Employee Signature*

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**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Executive Director / Principal Signature*

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