



T U L S A

PUBLIC SCHOOLS

**Job Title:** Special Education Teacher, Mild/Moderate

**Reports To:** Site Administrator

**Grade:** Teachers' Salary Schedule + 5% Special Education Stipend

**Number of Days:** Teachers' Salary Schedule

**Security Access:** Assigned Site

**Current Date:** September 21, 2016

**Overtime Status:** Exempt

---

**Position Summary:** To the maximum extent possible, work within a regular classroom environment through consultation and/or collaboration and/or co-teaching, with assigned regular education teachers, to provide modifications and accommodations per students' IEPs; responsible for managing a student caseload of 20 to 40 students; when required, shall design and implement small group to individualized instruction per students' IEPs; consistently establishes effective rapport with students by use of research-based intervention techniques; responsible for working effectively with a team comprised of paraprofessionals, teachers, administrators, parents and central office staff with the purpose of providing quality educational services for each and every student, each and every day, without exception.

**Minimum Qualifications/Job Requirements:**

**Education:**

- Bachelors' degree required.

**Specialized Knowledge, Licenses, etc:**

- Oklahoma Teaching Certification with an endorsement of Mild/Moderate Special Education.
- Preference for applicants who are NCLB highly qualified in the content areas of math, reading, language arts, science or social studies. To demonstrate highly qualified status, completed HOUSSE with documentation and/or certification in content area is required.

**Other:**

- Within a school year, be able to demonstrate computer literacy through the accurate use of state IEP program.

**Essential Job Functions:**

- Develops and implements IEPs by maintaining a compliance rating of 97% or higher consistent with district requirements.
- Completes in a timely, accurate manner, roster and caseload reports, as required by the Office of Special Education and Student Services.
- Completes documentation and charting required to measure progress on student IEPs per the schedule established by the district.

- Continually incorporates the use of technology and the presentation and delivery of instruction to students.
- Continually monitors and adjusts students' instruction through the use of differentiation in such a manner as to enable the student to demonstrate proficiency toward state standards.
- Demonstrate effective use of oral and written communications in the completion of daily assigned duties.
- Routinely communicates with regular education teachers in regards to specific IEP needs of students within regular classroom environments.
- Confers frequently with parents and professional staff members regarding the educational, social, and personal problems of such students.
- Assists in screening, evaluating, and recommending placements of applicants in the school's special education program.
- Participate in the Child Study Team process, upon request.
- Keep attendance records and all other records pertinent to the special education program for state reporting.
- Participates in transition planning and preparation for adult life experiences.
- When required, participate and complete MANDT training to promote positive interactions with students with affective needs.
- Must be able to demonstrate competency in directing the day-to-day activities of assigned paraprofessionals.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed.