

**ANTHONY CHARTER SCHOOL**  
**SPECIAL EDUCATION TEACHER DESCRIPTION**  
**PRIMARY DUTIES REQUIRED FOR THIS POSITION:**

- 1) Maintain accurate and complete student records, and prepare reports on children and activities, as required by laws, district policies, and administrative regulations.
- 2) Teach socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement.
- 3) Prepare materials and classrooms for class activities.
- 4) Establish and enforce rules for behavior and policies and procedures to maintain order among students.
- 5) Confer with parents, administrators, testing specialists, social workers, and professionals to develop individual educational plans designed to promote students' educational, physical, and social development.
- 6) Instruct through lectures, discussions, and demonstrations in one or more subjects such as English, mathematics, or social studies.
- 7) Employ special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory.
- 8) Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- 9) Teach personal development skills such as goal setting, independence, and self-advocacy.
- 10) Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- 11) Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- 12) Develop and implement strategies to meet the needs of students with a variety of handicapping conditions.
- 13) Modify the general education curriculum for special-needs students, based upon a variety of instructional techniques and technologies.
- 14) Meet with other professionals to discuss individual students' needs and progress.
- 15) Confer with parents or guardians, other teachers, counselors, and administrators in order to resolve students' behavioral and academic problems.
- 16) Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
- 17) Guide and counsel students with adjustment and/or academic problems, or special academic interests.
- 18) Coordinate placement of students with special needs into mainstream classes.
- 19) Observe and evaluate students' performance, behavior, social development, and physical health.

- 20)** Monitor teachers and teacher assistants to ensure that they adhere to inclusive special education program requirements.
- 21)** Prepare, administer, and grade tests and assignments to evaluate students' progress.
- 22)** Instruct students in daily living skills required for independent maintenance and self-sufficiency, such as hygiene, safety, and food preparation.
- 23)** Meet with parents and guardians to provide guidance in using community resources, and to teach skills for dealing with students' impairments.
- 24)** Provide additional instruction in vocational areas.
- 25)** Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools.
- 26)** Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- 27)** Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
- 28)** Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
- 29)** Administer standardized ability and achievement tests, and interpret results to determine students' strengths and areas of need.
- 30)** Collaborate with other teachers and administrators in the development, evaluation, and revision of secondary school programs.
- 31)** Prepare for assigned classes, and show written evidence of preparation upon request of immediate supervisors.
- 32)** Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- 33)** Plan and supervise class projects, field trips, visits by guest speakers, or other experiential activities, and guide students in learning from those activities.
- 34)** Attend staff meetings, and serve on committees as required.
- 35)** Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
- 36)** Perform administrative duties such as assisting in school libraries, hall and cafeteria monitoring, and bus loading and unloading.
- 37)** Provide assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
- 38)** Visit schools to tutor students with sensory impairments, and to consult with teachers regarding students' special needs.
- 38)** Other directives as required.