

Moberly Public School District No. 81

JOB DESCRIPTION

POSITION TITLE: Special Services Teacher (SPED)

MINIMUM QUALIFICATIONS/SKILLS REQUIRED:

- * Valid Missouri teaching certificate for position assigned
- * Bachelor's Degree
- * Successful practicum or study teaching experience in the teaching area assigned or in a closely related area

REPORTS TO: Building Principal or Director

HOURS IN DUTY DAYS EXCLUDING LUNCH: 7.25

(Note: Actual workdays may vary in accordance with District needs and administrative assignments and may include occasional weekend work.)

WORK DAY: Monday - Friday

(Note: Actual workdays may vary in accordance with District needs and administrative assignments and may include occasional weekend work.)

CONTRACT DAYS WORKED: 9 months

FUNDING SOURCE: Local, State and Federal

ESSENTIAL JOB DUTIES:

- * Teacher shall devote themselves exclusively during school hours to the duties of their respective positions. They shall acquaint themselves with, and adhere to, all Board of Education Policies and Regulations and shall cooperate with the administrative and supervisory staff in all measures that may be adopted for promoting the welfare of the schools.
- * Teacher is responsible for implementation and compliance with all IDEA regulations and procedures.
- * To provide outreach to children/families to access MOHealthNet services.
- * To facilitate application to MOHealthNet services.
- * To refer, coordinate, and monitor physical and mental health services.
- * All teachers shall be in their classrooms or close to their teaching stations 30 minutes before school starts and 15 minutes after school ends. Earlier departure should be approved by the building administrator. Failure to comply will be noted on teacher evaluation forms and will require a conference with the teacher, principal and/or superintendent. Teacher evaluations will be reviewed by the Board of Education.
- * Teacher personnel should maintain dress habits conducive to their profession.

Duties with Respect to Pupils

- * Fair Treatment to All Pupils: Teachers shall deal justly and impartially with all pupils regardless of their physical, mental, emotional, economic, social, racial, or religious characteristics, sex or handicapping condition/s. Teachers are expected to maintain confidentiality of student information as established by Board policy.
- * Recognition of Individual Difference in Pupils: Teachers shall recognize the fact that there are differences among pupils and seek to meet individual needs. They should strive to help pupils develop their special talents as these talents become apparent.
- * Discipline: Teachers shall secure and maintain such order and discipline in their rooms and classes as will promote a suitable atmosphere for learning. Also, teachers are charged with the responsibility of maintaining order and discipline in corridors, gymnasium, auditorium, and cafeteria or on school grounds.

* Use of Teaching Aids and Materials: Teacher shall be responsible for effective utilization of teaching aids and materials that contribute to the improvement of teaching and learning in the classroom.

Duties with Respect to Parents

* Reporting Pupil Progress: Teachers shall provide parents with information that will help them understand the progress their children are making in school.

* Promotion of Understanding Between the Home and School: Teacher should seek to understand the entire educational program in order that they may be able to interpret it properly to the public. Teacher should be sure that any information they carry to the public is correct information, not rumor or part truth.

Duties with Respect to Property

* Care of School Property: Teachers shall be responsible for the care of furniture, teaching equipment, textbooks and supplies entrusted to them. They shall, at regular intervals, inspect all property entrusted to their care and shall report to the principal all damages resulting from carelessness or unwarranted usage.

* Attention to Physical Conditions in the Classroom: Teacher shall pay particular attention to the physical conditions of their classrooms. This includes lighting, ventilation, temperature control, and general appearance of the room.

* Attention to Records: Teachers shall keep all required records and submit all reports in respect to attendance, scholarship and other matters as requested either by the Superintendent of Schools or the principal.

Legal Reference (RSMo):
167.0891; 618.128; 171.011;
177.031.

* Demonstrate regular and predictable attendance that complies with District policies and rules.

* Demonstrate effective and positive interpersonal relationships with staff, students, and the community and the ability to work as a productive and solid member of the school district team.

* Must be able to collaborate with peers, possess a positive attitude and be flexible with change.

OTHER JOB RESPONSIBILITIES:

* Other duties as assigned. This does not preclude the assignment of additional or supplemental duties. The District reserves the right to modify the assignment as needed to reflect such duties.

ESSENTIAL PHYSICAL AND MENTAL DEMANDS:

* Duties performed typically in district settings to include the cafeteria, gym, recreational areas and other assigned areas.

* Physical demands can include but are not limited to: Exerts up to 40 lbs of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects including equipment such as audio-visual.

* Frequent walking, standing, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, and other limited physical activities are required.

* Mental demands can include but are not limited to: Comparing, copying, computing, compiling, analyzing, coordinating, and synthesizing.

* Frequent movement of students by wheelchairs and other mechanical devices may be required.