

## Job Description

## TEACHER: MILD DISABILITIES

**Certification:** The Mild Disabilities Teacher must meet the Indiana Professional Standards for Teacher of Learning Disabilities, Mild Mentally Handicapped and/or Emotionally Handicapped. New teacher candidates must hold, or be in a position to complete, at least two of these certifications in special education.

**Responsibilities:** The following duties are the basic functions necessary to meet Indiana rules and regulations for special education programs and services.

### In Relationship to Students

- Develop, revise and implement the Individual Education Plan (IEP)
- Coordinate, with other staff, daily lesson plan(s) congruent with the students' IEPs
- Conduct informal and required standardized teacher based diagnostic assessment
- Cooperate in providing a record of each individual student's progress
- Review and assist in maintaining individual student records
- Collaborate in developing instruction appropriate for the student's IEPs
- Select instructional materials and individualize instruction appropriate for the student's IEPs
- Develop and provide instructional activities consistent with the student's Transition Plans and IEPs
- Provide input to and assist with classroom management and discipline appropriate for the student's IEPs
- Consult and Collaborate with teachers appropriate for the student's IEPs
- Cooperate with teachers in co-teaching assignments appropriate for the students' IEPs
- Provide for required activities for *Teacher of Record* and *Teacher of Service*
- Observe confidentiality requirements for identified special education students

### In Relationship to Colleagues

- Maintain scheduled consultation and collaboration with general education teachers appropriate for the students' IEPs
- Collaborate and coordinate co-teaching assignments appropriate for the student' IEPs
- Consult with general education teachers, upon request, to enhance educational services for all students
- Communicate the requirements of the students' IEPs in a manner that all teachers involved with individual students understand their responsibilities
- Participate in scheduled teacher staff development activities

### In Relationship to Administration

- Follow the policies and procedures of the local school building and the school corporation
- Follow the Standards and Procedures adopted by Special Services for special education programs and services
- Submit required information for local, state and federal reports
- Notify Special Services of any changes in student data or enrollment

### In Relationship to Parents

- Prepare for and participate in scheduled parent-teacher conferences and case conferences
- Maintain student records appropriate to regularly apprise parents of individual student's progress
- Maintain a teacher's student file with copies of communication, notes of telephone conversations and other information related to communication with parents regarding individual student(s)