

JOB TITLE**Exceptional Child Specialist/Resource Room**

REPORTS TO: Building Principal	DEPARTMENT:
JOB DESCRIPTOR: K51	SCHEDULE: R D
DATE:	NON-EXEMPT X

NATURE AND SCOPE OF JOB:

The purpose of an Exceptional Children Specialist/Resource Room teacher's job is to assist with the diagnosis, and educate children who qualify under IDEA. The teacher will assist the Individual Education Plan Team to create an appropriate education plan for the child.

JOB FUNCTIONS:**ESSENTIAL FUNCTIONS:**

1. Diagnoses and evaluates specific student's needs as needed or requested.
2. Plans and implements a program of study that meets individual needs, interests, and abilities within the CCSD curriculum as well as the designed Individualized Education Plan (I.E.P.) for the student.
3. Implements curriculum objectives and goals using effective teaching techniques and materials.
4. Develops, in a cooperative manner with the IEP team, a plan for the improvement and enrichment of instruction in special education.
5. Writes lesson plans describing daily learning experiences correlated to curriculum objectives and the stated IEP of the student.
6. Monitors and assesses student progress and provides feedback on a regular basis to students and parents/guardians.
7. Communicates aims/objectives to students in a well-planned, organized manner in clear, concise terms.
8. Creates a classroom environment conducive to learning and appropriate to the maturity of the students.
9. Assists Administration in implementing all policies, vision, mission and philosophy, regulations, and rules of CCSD, the state of Wyoming and Federal Laws.
10. Creates educational experiences to provide students with opportunities to develop potential in self-esteem, personal-social adjustment, decision-making, and other life skills.

11. Respects the dignity of each student as an individual and attempts to gain an adequate understanding of his/her needs, interests, abilities, aptitudes, temperament, and environmental influences, as a basis on which to meet his/her needs, and to treat him/her with fairness and courtesy.
12. Communicates concerns and ideas with colleagues, parents, students, and community in a positive, solution-oriented manner.
13. Assumes legal responsibilities for the discipline and supervision of students in the classroom, on school property, or in attendance at school-sponsored activities at all times and maintains a high standard of conduct and good rapport with students.
14. Strives to maintain and improve professional competence.
15. Assumes professional and personal responsibility for the management and progress of classes under his/her authority, direction, and supervision.
16. Assumes individual responsibilities assigned by principal/supervisor which may relate to committee work, student activities, student supervision, or other planning and professional assignments.
17. Maintains accurate, complete, legible, and correct records as required by law, CCSD policy, and Administrative regulation.
18. Takes necessary precautions to protect students, equipment, materials, and facilities.
19. Conducts oneself in a business-like and task-oriented manner.
20. Strives to be a good employee as well as an effective teacher.
21. Seeks to establish friendly and cooperative relationships between the home and the school.
22. Provides parents with information that will serve the best interests of their children and is discreet with information received from parents.

OTHER FUNCTIONS:

1. Attends district and building level staff meetings.
2. Attends Individual Education Plan meetings.
3. Keeps informed by reading building and district communications.
4. Responds to requests for information in a timely manner.

--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS AND MENTAL ABILITY:

- Possess a broad general knowledge of all subject areas with specific knowledge needed in contract areas.
- Possess group dynamics and interpersonal skills.

- Possess knowledge of physiological, psychological, emotional, and educational behavioral development of children.
- Possess classroom developmentally appropriate management skills which include discipline as well as record keeping and assessment abilities.
- Possess technological and computer skills.
- Possess problem solving, imagination, patience, reasoning, creativity, judgement, and analytical abilities.
- Possess a general knowledge of Public Law 101-476 (I.D.E.A.).

EDUCATION, LICENSE, CERTIFICATION, OR FORMAL TRAINING:

- Possess all certificates required for the State of Wyoming and No Child Left Behind Act.
- Possess at a minimum a Bachelor's Degree with a certificate in Special Education.
- Continue to pursue graduate level classes for professional growth.

EQUIPMENT USED:

Copier	Movie Projector
Laminator	Slide Projector
Typewriter	Laser Player
Calculator	Overhead
Telephone	Computer
VCR	Assistive Technology Equipment

PHYSICAL DEMANDS:

- Be able to stand, walk, and sit for long periods without fatigue or discomfort.
- Be able to lift up to 50 pounds and carry a distance of 100 feet.
- Be able to carry up to 15 pounds for a distance of 1,000 feet.
- Be able to work at a computer monitor at least part of each day without fatigue or discomfort.

ENVIRONMENTAL DEMANDS:

- Be able to spend most of the time inside classrooms with some work outside in cold/hot weather.
- Be able to tolerate noise up to 90 decibels.
- Some employees may be occupationally exposed to bloodborne pathogens and other potentially infectious materials based on task and procedures required.

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