

POSITION TITLE:

TEACHER OF SPECIAL EDUCATION

Reports to: **Directly: Principal and Superintendent assigned to school**
Indirectly: Director

Function/Purpose:

To facilitate student learning and the development of individual student potential.
To serve as a team leader in providing comprehensive support to all students to meet special learning needs.

Required Education, Knowledge, Qualifications and Experience:

- A valid Saskatchewan teaching certificate.
- A recognized Degree in education or a related area would be an asset.
- Other related training or experience in the field of Education would be an asset.

Required Professional Practice and Personal Characteristics:

Demonstrated capability and performance in the areas of:

- Instruction.
- Organizational skills.
- Interpersonal and communication skills.
- Initiative and adaptability.
- Teamwork.

Required Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Teachers are expected to develop and exhibit proficiencies in the areas listed in the "Seven Indicators of Effective Teachers," as outlined in the Division supervision procedures.

Duties and Responsibilities:

Without restricting the generality of the description above, the Teacher shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Fulfill duties as outlined in Section 231 of the Education Act, 1995.
- Comply with the Saskatchewan Teachers' Federation Code of Ethics.
- Provide leadership, as part of a collaborative, in the design, development, implementation and evaluation of personal program plans.
- Document personal program plans.
- Provide leadership and support for the implementation and evaluation of programs for students with special needs who may not be on personal program plans.
- Facilitate planning, decision making and problem solving meetings.
- Communicate regularly with other team members.
- Provide diagnostic assessment to help determine the strengths and needs of students.
- Share knowledge of community agencies and their services.

- Monitor and ensure that the policies of the Ministry of Education are implemented to meet the needs of diverse students.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students, parents and the public.
- Be involved in the “life and work” of the school beyond regular classroom duties.
- Strive to accomplish the educational priorities set out by the school and the Division.
- Be knowledgeable and supportive of applicable Board policies.

Confidentiality:

The Teacher is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: August 14, 2007