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# Example of Special Education Job Description

Our innovative and growing company is looking to fill the role of special education. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for special education

* Provide a workable schedule which functions within the team's scope and responsibilities to ensure accurate, fair, and helpful feedback to students
* Progress monitor IEP goals, complete quarterly IEP progress reports
* Communicate regularly with parents/learning coaches of students with special needs to insure that student IEP goals are being met, and that their needs are addressed in a timely and appropriate fashion
* Consult with teachers and coordinate the implementation of specially designed instruction as defined in the IEP regarding students with specific needs
* Provide direct and indirect services to students including services delivered through web-conferencing software, as needed
* Help teachers and learning coaches develop and implement program accommodations and modifications
* Maintain accurate and up-to-date data in the school’s Learning Management System and Enrich
* Support assessment of students as proctors and monitors of examinations, including the administration of testing accommodations
* Assist with non-instructional supervision of students, such as arrival/dismissal, hallway monitoring, substitute teaching, lunch and playground duty, or supervision of extracurricular activities
* Develop goals and objectives for multi-graded classes

## Qualifications for special education

* Two years of teaching experience with low-income, urban students (prefered)
* Identify and contract with nonpublic agencies for needed services
* Coordinate with Operations Team to ensure special education team has access to enrollment lottery system and use that data to identify incoming students
* Build relationships with school operations staff
* Physically restrain students using Non-Violent Crisis Intervention Techniques
* Certification as required by state