



Job title: Special Education Teacher
Work Location: ISL Campuses
Unit/Department: Instructional
Reports to: Principal or Designee

Job Description

<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Mission: Our mission at International School of Louisiana is to provide a challenging education emphasizing language immersion, international awareness, the celebration of diversity and community responsibility. The employee must understand and support the school mission.	
Summary: Develop, implement and assess instructional programs to meet the academic, behavioral, social, communication and other special needs with identified disabilities. Provide intervention to students as required through the Response to Intervention model.	
Essential Duties and Responsibilities: <ul style="list-style-type: none">• Maintains a positive attitude with students, parents, and teachers• Maintains up-to-date and accurate special education records• Provides instruction according to each student's IEP• Provides tasks and support as noted on each student's IEP• Participates in appropriate training as necessary• Develops, schedules, and conducts IEP conferences according to state and local guidelines• Develops and implements appropriate curriculum for each student according to the identified areas of need• Develops and implements appropriate behavior management plans in coordination with the school social worker and behavior interventionist• Conducts on-going assessments, including baseline and intervention assessment, on all goals and objectives addressed on the IEP• Develops and implements individual student schedules and lesson plans for special education students and those in the RTI process• Guides and directs child specific assistant in their schedules and responsibilities• Works cooperatively with related services/direct services staff to integrate each student's instructional program• Incorporate technology into the instructional program• Communicates regularly with parents as to the progress of students• Maintains classrooms which are chronologically age-appropriate• Maintains an updated inventory on all classroom equipment and materials• Maintains confidentiality regarding personal information and educational records• Interacts collaboratively and productively with school site personnel• Expresses thoughts professionally in oral and written language• Possesses adequate technology skills	



- Keeps abreast of current research, trends and issues in education by engaging in professional development activities
- Documents and/or report attendance as prescribed by school, supplying all necessary documents for processing of payment for services
- Performs related duties as assigned by supervisor
- Maintains compliance with all school policies and procedures
- Performs other duties as required.

Qualifications, Education and Work Experience:

- Bachelor degree Required
- Teaching certification preferred
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices

Work Environment:

Listed below are key points regarding environmental demands and the work environment of the job. *Reasonable accommodations may be made* to enable individuals with disabilities to perform the essential functions of the job.

- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc.) part of the work day;
- Required to exert physical effort in handling objects less than 40 pounds;
- Required to be exposed to physical occupational risks
- Required to be exposed to physical environment which involves dirt, odors, noise, weather extremes or similar elements;
- Normal setting for this job is an office/school setting.

ISL is an Equal Opportunity Employer. ADA requires ISL to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Professional Conduct: Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, and engagement in acts that are contrary to ISL policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Chain of Supervision: Principal or Designee

Supervises: N/A

Terms of Employment:	<i>For Human Resources Use Only</i>		
	Job Code:	Scale:	Step:
	Cost Code:		

Print Employee Name:

Employee signature:

Date:

Print Supervisor's Name:

Supervisor's signature:

Date:



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