



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

---

<b>Position Title:</b>	Elementary Special Education Teacher	<b>Location:</b>	Elementary School
<b>Reports To:</b>	Principal	<b>Supervises:</b>	None
<b>Classification:</b>	Certified	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	188 days / 10 months	<b>Salary:</b>	See <a href="http://lhUSD.org">lhUSD.org</a> website

---

### Qualifications

- Valid appropriate Arizona Teacher Certificate
- IVP fingerprint clearance card through AZ Department of Public Safety

### Function

- To serve as a teacher in assigned area

### Responsibilities and Requirements

#### **CURRICULUM AND INSTRUCTION**

- **CURRICULUM:** know and be guided by the curriculum guides of the district and the school
- **LESSON PLANS:** maintain a plan book of daily instruction based on district curriculum guides, and emergency plans in the event of illness
- **OBJECTIVES:** establish and communicate to students well-defined objectives for each lesson, including related projects and activities
- **INSTRUCTION:** plan and implement curriculum and educational programs for children, adolescents, or adults with specific disabilities; assess students' abilities and develop individualized education plans consistent with treatment goals; coordinate programs for therapeutic purposes; integrate overall developmental goals into the academic setting

#### **STAFF PERSONNEL**

- **MEETINGS:** attend staff meetings and district in-service programs
- **COMMITTEES:** serve on committees as requested
- **SCHOOL ACTIVITIES:** be responsible for discharging instructional and non-instructional school-related activities
- **SUPERVISION & EVALUATION:** supervise, evaluate, and provide work assignments to assigned educational assistants and/or student teachers; coordinate programs for therapeutic purposes; integrates overall developmental goals into the academic setting
- **TEAM MEMBER:** be responsible for own involvement as contributing member involving group decision making and the development of a positive, cooperative building environment

#### **STUDENT PERSONNEL**

- **EVALUATION:** evaluate and provide individual student progress on regular basis and keep requisite records; justify promotions, retentions, and special program recommendation
- **HEALTH & WELFARE:** identify and refer unusual student behavior to appropriate specialists; report to the nurse any injury or illness to a student or self
- **DISCIPLINE:** be responsible for enforcing building approved discipline plan; manage behavior of students to create a safe physical and emotional classroom environment; assist IEP team to develop individual behavioral contract and behavioral intervention plans to promote student success
- **SUPERVISION:** be responsible for the supervision of students at all times

#### **OPERATION**

- **POLICIES & REGULATIONS:** know and observe Board policies and regulations
- **PUPIL ATTENDANCE & TARDINESS:** keep records of pupil attendance
- **TEACHER ABSENCE:** advise administration in accordance with district policy
- **BOOKS & SUPPLIES:** account for school and district property, as required
- **PHYSICAL PLANT:** advise administration immediately of needed repairs, replacements and/or unsafe building conditions
- **COMPLETION OF DAILY DUTIES:** remain in school after dismissal of students, as necessary to complete daily duties; attend meetings; hold parent conferences, etc.
- **EMERGENCY PROCEDURES:** follow school regulations regarding emergency procedures
- **ATTENDANCE:** report to work daily at times assigned and remain on thru time prescribed in district policy



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

### **FINANCE/BUSINESS MANAGEMENT**

- **RECOMMENDATIONS:** responsible for submitting and justifying recommendations to Building Principal or designee

### **SCHOOL/COMMUNITY RELATIONS**

- **PARENT CONFERENCES:** meet with parents as required to advise them concerning student needs and progress
- **INTERPRETATION:** interpret school policies and programs to students and parents

### **OTHER**

- **HEALTH:** responsible for performing those duties which protect the health and safety of students and employees
- **OTHER DUTIES:** responsible for performing other job-related duties as assigned by the building principal

### **Physical Demands and Work Environment**

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Candidate must be able to perform duties of a rigorous work schedule, which may include assisting in lifting, moving, and positioning students
- Ability to utilize word processor to type computer generated IEPs, enter grades, student progress reports, and take attendance

### **Other Information**

- Must be able to pass a fingerprint clearance and background check

### **EEOC**

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

---

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.