

**LINCOLN PUBLIC SCHOOLS  
HUMAN RESOURCES DEPARTMENT**

**Job Title:** Special Education Teacher

**Days/Calendar:** 191

**Location/Department:** Special Education

☒ **Full Time**    ☐ **Part Time**

**Physical Class:**    ☐ Sedentary    ☒ Light    ☐ Medium    ☐ Heavy    ☐ Very Heavy

**Prepared by:** Jenny Fundus

**Prepared/Last Reviewed Date:** 4/30/20

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**HR Use Only:**

**Overtime Status:**

☐ Non-Exempt    ☒ Exempt

**Exemption Category:**

☐ Teacher

☐ Administrative

☐ Academic Administrator

☐ Executive

☐ Non-Academic Administrator

☐ Computer Professional

HR Supervisor Approval: Dr. Nicole Regan

HR Review Date: 4/30/20

☐ Learned Professional

☐ Creative Professional

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**REQUIREMENTS:**

- A. Education Level: BA required. Appropriate Special Education endorsement required.
- B. Certification: Nebraska Teaching Certificate (appropriate level)
- C. Required Experience: Minimum of student teaching in Special Education

**REPORTS TO:**

Building Principal

**RECEIVES GUIDANCE FROM:**

Principal, Special Education Department

**BRIEF DESCRIPTION OF POSITION:**

To provide specialized services to students with disabilities, according to Rule 51, IDEA and district policy.

**ESSENTIAL FUNCTIONS/SKILLS:**

- A. Regular, dependable, in person attendance is an essential function of this position.
- B. Knowledge and proper execution of district policies and procedures. Knowledge of programs, departments or locations served.
- C. Communication/Language Skills: Possess and demonstrate effective oral, written and listening skills. Ability to read, analyze, and interpret various documents.
- D. Reasoning Skills: Apply common sense understanding to carry out instructions furnished in various forms. Make decisions in a timely manner, utilizing input from others as appropriate.
- E. Human Relations Skills: Establish and maintain effective, professional working relationships with employees, students and community while maintaining the appropriate level of confidentiality.
- F. Computer Skills: Knowledge of computer systems including but not limited to time and attendance system, information systems (student and/or financial as appropriate) and the policies/regulations associated with such usage. Ability to use the following programs: MS Word and Excel.
- G. Other Skills and Abilities:

**Performs the following tasks:**

- A. Provides instruction for students with disabilities who are verified as needing special education programs and/or services.

- B. Serves as a member of IEP teams and assists in development and implementation of an IEP for each student with a disability.
- C. Must have ability to work effectively with professional and paraprofessional staff, principals and community agencies.
- D. Must have ability to work effectively and communicate effectively with parents of students with disabilities.
- E. Assists the regular education teachers and staff in planning and implementing classroom instruction to meet the needs of students with disabilities.
- F. Adjust and modify curriculum to meet the needs of individual students.
- G. Must have ability to conduct assessment both in a formal and informal manner or to determine progress/needs of students.
- H. Must have repertoire of student behavior management strategies and possess the knowledge and understanding of developing behavior management plans to meet the needs of students.
- I. To understand and implement knowledge of cognitive, emotional, physical and social development in order to meet the needs of students.
- J. Must have the ability to exhibit to students effective listening skills, empathy and understanding of individual needs.
- K. Innovative and creative in professionally thinking about teaching in different ways to best meet the needs of students.
- L. Completes appropriate paperwork in Synergy.
- M. Completes Time/Effort and Medicaid in Public Schools logs as directed.
- N. Completes additional training, as needed, to support students (i.e., Verbal Behavior, Mandt, Handle with Care, etc.)

**WORKING CONDITIONS:**

- A. ☒ Inside      ☐ Outside      ☐ Both
- B. Climatic Environment:
- C. Hazardous:

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Physical Requirements Name of Position	Item is not a requirement of the job	Occasional -- up to 33% of time	Occasional/Essential -- up to 33% of time, absolutely essential to the job	Frequent -- between 34% - 66%	Continuous -- over 66% of time
<b>Stamina</b>					
1. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Sprinting/Running	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Flexibility</b>					
5. Bending or twisting at the neck more than the average person	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Bending or twisting at the trunk more than the average person	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Squatting/Stooping/Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Reaching above the head	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Reaching forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Activities</b>					
11. Climbing (on ladders, into large trucks/vehicles, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Hand/grip strength	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Driving on the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Typing non-stop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Use of Arms and Hands</b>					
15. Manual dexterity (using a wrench or screwing a lid on a jar)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Finger dexterity (typing or putting a nut on a bolt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Lifting Requirements</b>					
17. Lifting up to 10 pounds (Mark all that apply)					
Floor to waist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waist to shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoulder to overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Lifting 11 to 25 pounds (Mark all that apply)					
Floor to waist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waist to shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoulder to overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Lifting 26 to 50 pounds (Mark all that apply)					
Floor to waist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waist to shoulder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoulder to overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waist to shoulder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoulder to overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waist to shoulder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoulder to overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing/Pulling</b>					
22. 25 to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. 51 to 75 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. 76 to 90 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Over 90 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Carrying</b>					
26. 10 to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. 26 to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. 51 to 75 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. 76 to 90 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Over 90 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>