

HARDIN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Title: **SPECIAL EDUCATION TEACHER**

Reports to: Director of Early Childhood

Job Objectives: Plan, implement, and evaluate instructional strategies using a state approved curriculum to address the individual needs of students enrolled in preschool program. Work with colleagues to ensure the provision of all services mandated by the state and Federal law. Provide guidance and support to help students mature and make appropriate choices. Help students pursue their developmental goals. Actively encourage parental involvement.

Minimum Qualifications: Valid State of Ohio intervention specialist license appropriate for the teaching assignment. Meet all health requirements mandated by law. A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.

Responsibilities: The following skills and duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions. Teach assigned classes as scheduled. Ensure that the learning process aligns with the district's written, implemented, and assessed curricula to meet state mandated proficiencies. Develop and maintain a learning environment that stimulates interest, enthusiasm, and inquisitiveness about subjects and events. Determine the educational needs of students based on all applicable sources (e.g., student records, teacher's synopses, intervention-based assessments, etc.). Use the requisite information in the Individualized Educational Plan (IEP) to prepare and carry out educational activities. Vary instructional techniques to address individual learning styles. Work with colleagues to support an inclusive educational environment. Ensure that services are provided in the least restrictive educational environment. Provide opportunities for students with disabilities to participate in peer group activities when appropriate. Request the necessary supplies to carry out the educational program. Seek assistance as needed to identify instructional and classroom modifications that support the attainment of student's educational goals. Incorporate the effective use of available technology in the classroom. Communicate high expectations for students and show an active interest in their progress. Help students who are seeking additional knowledge and/or resource materials. Prepare and carry out behavior modification plans necessary to achieve student performance objectives. Chart

behavior when required. Help students develop problem-solving skills. Provide information that helps students change attitudes and behaviors (e.g., a positive outlook, consistent attendance, punctuality. Active participation, accountability, dependability, cooperation, etc.). Consult with appropriate staff as needed to address ongoing concerns (e.g.: excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.). Maintain complete and accurate classroom records, reports, and inventories, as required by law, district policy, or administrative directive. Submit all required reports on time. Document student progress. Share information with appropriate staff to support a congruent effort to address agreed upon academic goals. Serve as a resource for teachers with special education students in their classrooms. Learn to operate personal assistive devices. Follow procedural guidelines as prescribed by licensed health care professionals. Support the efforts of pupil services staff (e.g., speech/language pathologists, school psychologists, etc.). Maintain effective working relationships with appropriate community organizations (e.g., court systems, law enforcement, child welfare services, health care facilities, etc.). Serve as a consultant to team meetings (e.g., Intervention Assistance Team, intervention-based assessments, reevaluations, annual reviews, crisis intervention, etc.). Participate in periodic reevaluations and annual review conferences. Make recommendations concerning the placement of students for the next year. Provide close supervision and take reasonable precautions to ensure student safety. Do not leave students unsupervised. Attempt to develop rapport and maintain the confidence of students, parents, and staff. Respect the personal confidence and privacy needs of individuals. Ensure the confidentiality of privileged information. Provide periodic progress reports to parents (e.g., telephone calls, notes, interim reports, report cards, conferences etc.). Make reasonable provisions to be available to parents and students for educational purposes beyond the instructional day when requested. Develop and implement effective classroom management procedures. Report evidence of suspected child abuse to an appropriate authority and notify the building Superintendent or designee. Help communicate school rules to students. Maintain high standards for student conduct. Uphold the student conduct code according to district policy. Protect the due process rights of students. Promote the proper use and care of school property. Keep track of school supplies and equipment used by students. Share equally in the responsibility for authorized committee work and school activities. Suggest instructional materials, equipment, or teaching techniques that will enhance the educational process. Seek and use resources that enhance educational activities (e.g., parent groups, volunteers, government programs, colleges/universities, community/service organizations, professional associations, businesses,

etc.). Encourage parent organizations and support student activities as time permits. Prepare the classroom at the beginning of the year. Retrieve books and supplies. Store supplies and equipment at the end of the school year. Review literature and participate in a variety of activities to keep current with promising research and effective instructional strategies. Participate in staff meetings and in-service training. Participate in professional growth activities to maintain licensure requirements. Participate in after-school programs (e.g., open house, parent conferences, etc.). Serve as a role model for students. Demonstrate personal integrity, responsibility, impartiality, respect, and courtesy. Perform other specific job-related duties as directed.

Abilities Required:

Demonstrating professionalism and exemplary personal conduct.
Demonstrating subject matter competence and teaching proficiency.
Displaying enthusiasm for education and the teaching profession.
Skillfully managing individual, group, and organizational interactions.
Using interpersonal skills to promote a favorable image of the school district. Communicating an understanding of academic and behavioral objectives to parents and students. Ability to assist with self-care tasks for children (e.g., toileting, feeding etc.). Expressing ideas effectively using verbal and writing skills. Organizing and managing time effectively. Reacting productively to interruptions and changing conditions. Displaying patience and flexibility with all individuals. Managing discipline by averting problem situations and resolving or diffusing conflicts. Ability to travel to meetings and work assignments. Lifting, carrying, and/or moving classroom supplies and equipment. Being punctual and maintaining a consistent attendance record. Lifting, moving, and/or positioning children. Helping students using mobility devices (e.g., wheelchairs, walkers, crutches, etc.) and adaptive equipment. Performing activities that require stooping, kneeling, and/or crouching. Employees shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the program.

Supervisory Responsibility:

Under the direction of the supervisor: schedule meaningful work assignments, provide instructions, and communicate expectations to assigned aides, student teachers, and volunteers.

Working Conditions:

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens.
- Potential for interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.

- Duties may require operating and/or riding in a vehicle.
- Duties may require considerable telephone contact and paperwork.
- Duties may require working under stress to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

Benefits: Medical, dental and vision insurance, employee life insurance, Sick leave, personal days, (STRS) State Teachers Retirement System

Salary: \$27.81/hr. - \$44.58/hr. (BA)

Date Position Available August 1, 2026

Deadline of Application: February 27, 2026 or until filed

To Apply: Submit applications to:

Lori Berger, Director of Early Childhood
lberger@hardindd.org
 Hardin County Board of DD
 705 N. Ida St., Kenton OH 43326

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