

BERKELEY COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE: ESY Special Education Teacher

FLSA: Exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district Vision, Mission and Goals are achieved and under general supervision assists students in learning subject matter and/or skills that will contribute to their development as mature, able, and responsible men and women. The teacher reports to the Executive Director of Special Services.

ESSENTIAL FUNCTIONS

With guidance and support from the ESY Coordinator:

Cooperates in developing a program of continuous progress consistent with district goals and objectives to meet the needs, interests, and abilities of pupils;

Keeps abreast of changes and district policies and students' needs and interests;

Establishes clear and appropriate objectives and communicates these objectives to students;

Employs instructional methods and materials that are most appropriate for meeting stated objectives;

Assesses the accomplishments of students on a regular basis and provides progress reports as required;

Analyzes progress of individual students on a regular basis and seeks appropriate assistance as needed;

Cooperates with other members of the staff in planning instructional goals, objectives, and methods;

Plans and supervises purposeful assignments for teacher aide(s) and/or volunteers and evaluates their performance;

Seeks the cooperation and assistance of parents through oral or written communication and/or home visits;

Maintains accurate, complete, and correct records as required by law, district policies, and administrative regulations;

Takes all necessary and reasonable precautions to protect students and to properly care for all property, equipment, materials, and facilities;

Assists in upholding and enforcing school rules, administrative regulations, and board policies;

Is punctual and responsible in performing all duties and activities as assigned;

Participates in school or district staff development programs as assigned by principal or superintendent;

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures; and

Perform other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Education and experience as required by state certification authorities

Knowledge:

Job requires knowledge of the policies, procedures and activities of the school district which pertain to the specific duties and responsibilities of the position; knowledge in the methods for developing lesson plans and materials, and classroom activities which stimulate learning; knowledge of the records, forms and reports which must be prepared and maintained; knowledge of proper maintenance of equipment, materials and supplies used in daily activities; knowledge of counseling methods necessary for handling student academic and adjustment problems; and knowledge of the materials and information which must be prepared for classroom instructional activities.

Skills/Effort:

Job requires the ability to provide instruction to students through explanation, demonstration and/or supervised practice, ability to supervise students and maintain order in various classroom and instructional activities and situations; ability to operate general office equipment in the performance of daily activities; ability to prepare lesson plans, tests, and instructional materials for classroom activities; ability to identify student adjustment and/or academic problems, provide counseling and/or recommend appropriate remedial action to parents; ability to communicate effectively with students and their parents, district staff, and all other groups involved in the activities of the job.

Working Conditions:

Requires ability to work under a degree of stress related to duties that require constant attention and working with students. Physical demands are restricted to classroom work requiring lifting/moving of items up to 35 pounds. Occasional local travel is required; no overnight travel is required. Job requires the operation of standard office equipment. Berkeley County School District is a smoke free district.

Responsibility:

Supervises students in classroom/home

Supervises instructional aides and volunteers assigned

Additional Training will be required the week of June 08, 2020

DISCLAIMER STATEMENT This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____

_____ Date: _____

_____ Date: _____