

Blount County Schools Job Description

Title: Special Education Teacher (Comprehensive Development Classroom)

QUALIFICATIONS:

Certification by TN Department of Education with proper endorsement, plus responsible experience in teaching and supervision, or any equivalent combination of experience or training.

REPORTS TO:

Principal

PRIMARY JOB GOAL:

To provide each educationally disabled student with the individually-tailored help, counsel, and learning experience he/she needs to make progress toward educational goals designed with his/her limitations in mind; to teach basic and/or advanced social, emotional, academic, and home-living skills to students using a variety of teaching techniques, materials, and equipment to initiate and reinforce learning.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of principles and practices of modern public school special education and the ability to apply them to the needs of the school/district; knowledge of the nature and effects of the impairments(s) or disability(ies) of the students to whom assigned; knowledge of current research and theory as they relate to content, curriculum, procedures, materials, and instructional practices in the area of special education; ability to assess needs, develop and implement the IEP, and evaluate outcomes in specialty, ability to maintain required records and reports; ability to utilize multimedia and computer technology as appropriate; ability to communicate clearly both orally and in writing; ability to develop effective working relationships with the entire school community; commitment to education reform; ability to be flexible to adjust the instructional program to any unanticipated interruptions/changes; in some instances, physical strength and dexterity that exceeds the level required of general educator due to some positions requiring lifting and positioning of students and controlling certain behavior through physical restraint and assisting of non-ambulatory students;

PERFORMANCE RESPONSIBILITIES:

- Maintains at all times an orderly learning atmosphere and keeps the Principal fully informed of the special education program's activities and problems.
- Assists in proper referrals of individuals in the process of diagnosing students.
- Participates in the evaluation and admission process of students for entry into the appropriate special education program.
- Determines specific learning problems, skill deficiencies, and/or social adjustment difficulties of the student, and helps initiate the appropriate educational program as established by federal, state, local regulations/policies.
- Assists in compiling case history data on those cases where additional family history, health history, early development history, and environmental history are deemed appropriate.
- Collaborates with other staff and parents to develop the IEP for each student assigned.
- Evaluates the progress of each child enrolled in the supplemental and/or regular classroom activities.
- Prepares on-going progress and year-end evaluations, administering pre-tests and post-tests as appropriate and necessary.
- Provides appropriate individualized programs of instruction to meet individual student needs. Schedules

classes for instruction geared toward specific IEP objectives, and strives to discover specific teaching techniques that will prove most beneficial with each individual student served.

- Devises and experiments with a variety of innovative instructional techniques (with priority being given to the IEP objectives) consistent with the needs and capabilities of each student with impaired learning ability involved.
- Provides instruction in the life goal domains: personal management, community, school, domestic, and vocational.
- If applicable coordinates community-based instruction and on-site vocational training for secondary students.
- If applicable, facilitates friendships/relationships and provides training and opportunities that help students with moderate to severe disabilities be productive members of regular education classes and school functions.
- Utilizes a variety of instructional materials and available multimedia and computer technology to enhance learning.
- Manages allotted learning time to maximize student achievement.
- Establishes and maintains standards of individual student behavior within district policies.
- Counsels students in identifying and dealing with their academic and/or handicapping condition.
- Takes an active part in the professional development program of the school and the district, and participates in the planning and evaluation of the school's curriculum and extra-curricular activities through membership on various district local school committees.
- Maintains professional competence through professional development activities provided by the district and/or consortia, and through self-selected professional growth activities.
- Assists in the selection of books, computer software, equipment, and other instructional materials, and keeps abreast of new trends and research in education reform.
- Works cooperatively with the administration, other teachers, and support personnel, in planning instructional goals, objectives, methods, and evaluation.
- Collaborates with other professionals (guidance counselors, librarians, etc.) to carry out schoolwide instructional or related activities, coordinates instructional activities and collaborates with other professional staff, both school-based and nonschool-based, to maximize learning opportunities. Serves as a resource to the regular classroom teachers, interpreting the abilities and disabilities and assisting with regular class assignments, including the implementation of IEP goals and curriculum relating to the students' daily activities.
- Works closely with other teachers to help the students maintain satisfactory classwork, homework, and behavior.
- Meets with classroom teachers and the administration to discuss individual programs to be designed for children who will receive supplemental/modified instruction.
- If applicable works closely with other teachers to modify class activities and maintain behavior of students with moderate to severe disabilities.
- Requests assistance of, and works with, other resource personnel both school-based and nonschool-based.
- Assists with the notification of parents of children who will receive supplemental instruction and discusses the program with them, answering any questions they may have regarding this help.
- Communicates with parents through conferences and other means to discuss students progress and interpret the school program; helps parents to understand the specific problems of, and the goals and operation of the special education program, apprising them of problems and progress.
- Makes provisions for being available to students and parents for education-related purposes including, under reasonable terms, time outside the instructional day.
- Creates a safe, disciplined, and effective classroom environment for learning through functional and

attractive displays, bulletin boards, and learning centers, and through making sure all materials are in good condition and accessible to the students.

- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assumes responsibility for requisitioning and maintaining needed equipment and supplies after consulting with the Principal.
- Maintains proper inventories of non-expendable school supplies, materials, and equipment assigned to the classroom.
- Assists in upholding and enforcing school rules, administrative regulations, and Board of Education policies.
- If applicable, dispenses medication to the student and maintains documentation of such action.
- Assists in supervision of special education students on field trips.
- Maintains accurate, complete, and correct records as required by law and Board policies and regulations.
- Performs related duties and assumes responsibilities as may be assigned by the Principal or the Director.

TERMS OF EMPLOYMENT:

200 days of employment; salary to be established by the Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Date of Approval:

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____