

## Blount County Schools Job Description

### Title: Teacher - Special Education/Inclusion Setting

**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.

**REPORT 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, 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 impairment(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 move about to monitor students and check work in classrooms with a varied seating and desk organization; 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 education due to some positions requiring lifting and positioning of students and controlling certain behavior through physical restraint and assisting of nonambulatory students.

### PERFORMANCE RESPONSIBILITIES:

#### Assessment, Diagnosis, and IEP Management

- Referral and Evaluation: Participates in the admission and evaluation process by identifying specific learning problems, skill deficiencies, or social adjustment difficulties.
- Data Collection: Compiles comprehensive case histories, including family, health, and environmental data, to support diagnostic processes.
- IEP Development: Collaborates with parents and staff to develop Individualized Education Programs (IEPs) tailored to student needs.
- Progress Monitoring: Evaluates student progress in supplemental and regular settings using pre-tests, post-tests, and ongoing assessments to meet reporting requirements.

#### Instructional Delivery and Classroom Environment

- Targeted Instruction: Schedules and provides individualized instruction geared toward specific IEP objectives, utilizing innovative techniques and multimedia technology.

- Inclusion Support: Facilitates friendships and provides training to help students with disabilities participate productively in regular education classes and school functions.
- Learning Atmosphere: Creates a safe, effective, and attractive classroom environment with functional displays and accessible materials.
- Behavioral Management: Establishes and maintains individual student behavior standards in accordance with district policies.

**Consultation and Collaborative Partnerships**

- Resource to Staff: Serves as a resource for regular education teachers, assisting with class modifications, behavior management, and the implementation of IEP goals.
- Parental Engagement: Communicates with parents via conferences to discuss progress, interpret special education goals, and provide guidance on student welfare.
- Multidisciplinary Cooperation: Works with guidance counselors, librarians, and resource personnel to coordinate school-wide instructional activities.
- Staff Oversight: Oversees and coordinates the duties of classroom inclusion instructional assistants within the building.

**Administrative and Professional Responsibilities**

- Reporting: Keeps the Principal, Federal Projects Director, and Assistant Federal Projects Director informed of program activities and challenges.
- Professionalism: Maintains competence through district-led and self-selected professional development while adhering to the Tennessee Teacher Code of Ethics.
- Resource Stewardship: Manages non-expendable inventories, requisitions supplies, and takes precautions to protect students and facilities.
- Legal Compliance: Maintains accurate records as required by law and assists in the supervised administration of medication and field trips.
- Extended Duties: Performs related duties as assigned by the Principal or the Federal Projects department.

**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.

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

Signature of Employee \_\_\_\_\_ Date: \_\_\_\_\_