

**CAROLINE COUNTY PUBLIC SCHOOLS**  
**POSITION DESCRIPTION**  
**Job Description: Special Education Teacher**

<b>JOB TITLE:</b> Special Education Teacher	<b>LOCATION:</b> Bowling Green Elementary School
<b>IMMEDIATE SUPERVISOR:</b> Principal <b>SUPERVISES:</b>	<b>WORK SCHEDULE:</b> 10-M - 200 Days <b>PAY GRADE:</b> Teacher Scale
<b>SPECIAL REQUIREMENTS:</b> None	<b>FLSA STATUS:</b> Exempt
<b>EDUCATION/EXPERIENCE:</b> As set by state certification authorities and by the Caroline County School Board	

**JOB GOAL:**

To provide direct instruction to students with disabilities. The teacher is responsible for implementing special education instructional programs, and following state and federal policies regarding special education procedures.

**PERFORMANCE RESPONSIBILITIES:**

1. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of students.
2. Develops and implements Individual Education Plans (IEPs) in accordance with federal, state, and School Board policy.
3. Monitors student progress towards achieving instructional objectives and goals in the IEPs.
4. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
5. Guides the learning process toward the achievement of curriculum goals and—in harmony with the goals—establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
6. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
7. Utilizes instructional management systems that increase student learning and maximize time on task.
8. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
9. Assists the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
10. Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer(s) and, cooperatively with the principal or immediate supervisor, evaluates their job performance.
11. Strives to maintain and improve professional competence.
12. Attends staff meetings and serves on staff committees as required.
13. Performs such other duties and responsibilities as may be assigned by the immediate supervisor.

14. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
15. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.

**EVALUATION:**

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