

CAROLINE COUNTY PUBLIC SCHOOLS

POSITION DESCRIPTION

Job Description: Special Education Teacher

JOB TITLE: Special Education Teacher	LOCATION: Madison Elementary School
IMMEDIATE SUPERVISOR: Principal	WORK SCHEDULE: 200 days; 8 hours PAY GRADE: Teacher scale
SPECIAL REQUIREMENTS: None	FLSA STATUS: Exempt
EDUCATION/EXPERIENCE: Hold a Bachelor of Arts or Science degree from a four-year accredited college or university Hold or be eligible for a teaching license with an endorsement in Special Education Demonstrate ability to work cooperatively with students, teachers, parents, and all stakeholders.	

JOB GOAL: Responsible for providing direct instruction to students with disabilities. Responsible for assisting with and implementing special education instructional programs, and following state and federal policies regarding special education procedures.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to accomplish each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PERFORMANCE RESPONSIBILITIES: Other duties may be assigned. Essential duties must be performed on site.

1. Reports to work as scheduled on a regular and reliable basis.
2. Develops and uses instructional materials suitable for verbal or visual instruction of pupils with a wide range of mental, physical and emotional maturation levels.
3. Plans daily instructional activities for all students to enable students to achieve IEP goals and progress in general curriculum
4. Assesses students' learning on an ongoing basis and alters instruction to meet group/individual needs

5. Develops summative tests of students' learning and uses results for further student instruction, grading, and placement
6. Maintains order within the classroom setting in accordance with division guidelines regarding pupil behavior management
7. Selects and utilizes materials appropriate to the students' instructional levels
8. Organizes learning activities to achieve specific concepts
9. Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes and social skills
10. Plans and coordinates the work of the paraprofessional, parents and volunteers in the classroom.
11. Cooperates and seeks assistance from other professional staff members.
12. Communicates regularly with parents by means of a newsletter, notes, phone calls and individual parent conferences. Interprets school program to parents in order to strengthen parental understanding of the individual pupil's needs and the school's role in the pupil's life.
13. Promotes parent participation and involvement in education activities provided for their children.
14. Meets core expectations for all certified staff contained in the District's Professional Growth System
15. Maintains accurate, complete and correct records as required by law, district policy, state and federal requirements.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 lbs. such as pushing children on equipment or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Hearing ability to monitor activity and presence of students and respond to communication with students and adults is required. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.