

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS  
POSITION DESCRIPTION SUMMARY FORM**

**TITLE: SPECIAL EDUCATION TEACHER – GENERAL CURRICULUM K-12**

**QUALIFICATIONS:**

- A Professional Teaching Certificate with an endorsement in the area assigned is required.
- Three to five years experience teaching, preferred
- Other alternatives to the above qualifications that the School Board may find appropriate and acceptable.
- Personal characteristics necessary for working successfully with students, staff members, administration, and parents.

**REPORTS TO:** Principal or designated administrator

**SUPERVISES:** Paraprofessionals

**JOB GOAL:** The Special Education Teacher will help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women. Complies with all School Board Policies and applicable regulatory requirements.

**PERFORMANCE RESPONSIBILITIES:**

1. Implement special education and related services based on the learning and behavioral support needs of students with disabilities at the assigned grade level.
2. Prepare for classes assigned and show written evidence of preparation upon request of immediate supervisor.
3. Employ lesson plans to guide the learning process toward the achievement of curriculum goals, and in harmony with the goals, establish clear objectives for all lessons, units, and projects; communicate these objectives to students.
4. Instruct in assigned classes in the locations and the times designated using appropriate differentiated instructional approaches and instructional strategies appropriate for students with disabilities.
5. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
6. Create a classroom environment that is conducive to the learning of students with special needs, correlated to the Standards of Learning, appropriate to the age, maturity level and interests of the students and based on positive behavior strategies and natural supports.

7. Model appropriate communication skills by using standard grammar, good diction, and correct spelling.
8. Cooperate, relate well with associates, and reflect appropriate appearance, personality, and self-control.
9. Employ 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.
10. Strive to implement by instruction and action the city's philosophy of education and instructional goals and objectives stated in the Standards of Quality, Standards of Learning, and the school divisions' curriculum.
11. Assess the accomplishments of students on a regular basis and provide progress reports as required.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Maintain accurate, complete, and correct records as required by law, city policy, and administrative regulation.
14. Assist the administration in implementing all policies and rules governing school life and appropriate student conduct; develop reasonable rules of classroom behavior, maintain order in the classroom in a fair and just manner; demonstrate the ability to handle unforeseen problems effectively.
15. Plan and supervise purposeful assignments for teacher aide(s) and volunteer(s).
16. Make provisions for being available to students and parents for education-related purposes outside of the instructional day when required.
17. Strive to maintain and improve professional competence, participate in the in-service programs provided by the school division, meet technology competencies as provided by the School Board.
18. Attend staff meetings and serve on staff committees as required.
19. Other duties as assigned by the Principal or School Board.

**PHYSICAL REQUIREMENTS:**

Involves limited physical tasks including lifting, and may involve operation of equipment such as computer, copier, overhead projector, etc.

**TERMS OF EMPLOYMENT:** Based on Teacher Salary Scale and experience as approved by the School Board.

**EVALUATION:** Performance of this job will be evaluated by the Director of Support Services in accordance with the School Board's Teacher Performance Evaluation System.