Durham Public Schools **Exceptional Children's Department**
Job Description **EC Teacher**

JOB TITLE: Exceptional Children's Teacher

REPORTS TO: Building Principal

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 10 months, Certified, Exempt

SUMMARY: To provide specially designed instruction using research and evidence-based programs and practices for students with disabilities as outlined by their Individualized Education Programs (IEPS). Monitors and analyzes students' IEP progress and maintains legally defensive and compliant IEPs. FERPA: maintains confidentiality, and complies with all federal, state, and local laws, regulations, guidelines, and procedures as they relate to the special education program throughout the district. Maintains an environment conducive to learning. Lead and structure the activities of instructional assistants when applicable.

RESPONSIBILITIES & DUTIES:

1. Develop and implement quality IEPs for students with disabilities.
2. Prepare for and facilitate IEP meetings and utilize ECATS for all special education processes, record maintenance, and IEP progress reports in accordance with federal, state, and local timelines.
3. Provide IEP implementation information to general education teachers, related service providers, and other relevant stakeholders.
4. Adhere to due dates and timelines that align with special education processes and programming in accordance with IDEA and local policies.
    a. Annual Review
    b. Initial Referrals
    c. Reevaluations and Eligibility Determinations
    d. Transitions and Summary of Performance
5. Collect, analyze, and maintain student IEP data using a required digital data notebook.
6. Monitor, arrange, and organize working files for student IEP documents, assuring compliance with DPI audit process/forms.
7. Collaborate with other service providers, parents/guardians and applicable community agencies.
8. Provide research and evidenced based instruction to students using provided, required curriculums.
9. Create a classroom environment that is highly-structured and conducive for all learners.
10. Differentiate instruction to meet the needs of all learners.
11. Implement individualized strategies/interventions to support student behavior, communication and self-care needs.
12. Supervise, coach and support Instructional Assistants, if teaching in an EC Specialized Program; provide IAs with a detailed daily schedule with delegated tasks.
13. Attend all required trainings required by the Exceptional Children's Department, school and district.
14. Perform noninstructional and other duties and responsibilities as assigned by supervisor.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:
Must be a graduate from a 4 year accredited college education program or have alternative qualifications approved by the North Carolina Department of Instruction. This position requires a North Carolina teaching license.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively; possess excellent oral and written communication skills (grammar, spelling, etc).
- Ability to work collaboratively with families, school personnel, department administrators, and community partners to meet the needs of students.
- Knowledgeable about evidence/research based practices.
- Ability to perform as a team player, in a team environment.
- Possess strong organizational, problem-solving and conflict resolution skills.
- Ability to prioritize and manage multiple tasks in a fast-paced environment.
- Ability to remain calm and professional.
- Ability to work independently and efficiently, including the ability to research and gather information from various sources.
- Ability to learn, explain and adhere to program procedures and district policies.
- Working knowledge and proficient level of experience with Microsoft Office programs such as Word, Excel and PowerPoint.
- Strong customer service skills in order to respond to students, parents, school personnel, and administrators in an appropriate and timely manner.

PHYSICAL REQUIREMENTS:

Must be able to exert a negligible amount of force to move objects; classification consistent with light work. Nonviolent Crisis Intervention (CPI) certification training may require that you physically restrain or assist with the physical restraint of a student that is in imminent risk of harming him/herself or others. Note: Physical restraint of any student is only used as a last resort.

DISCLAIMER:

The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

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Signature Date