

FAYETTE COUNTY PUBLIC SCHOOLS

Pre-K Special Education Teacher Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Assigned School
REPORTS TO:	Principal and/or designated school-based administrator
SALARY:	Salary based on Fayette County Public School System Educator Salary Scale adjusted for days worked

FLSA STATUS:	Exempt
WORK CALENDAR:	190 Days
APPROVED (Board):	
REVISED:	June 2023; September 2022; March 2019; February 2018

SUMMARY: Identify educational needs and use specially designed instruction for students with disabilities. Establish, foster, facilitate and maintain a safe and secure classroom environment that is conducive to learning.

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Instruct students based on Individual Education Programs (IEPs) using specially designed instruction
3. Develop lesson plans; identify instructional materials, assess equipment needs to augment instruction; maintain student data; utilize a variety of instructional strategies to improve student achievement in a general curriculum; and promote positive student behavior
4. Consult and collaborate with parents, teachers, administrators, therapist and other professionals regarding students' educational programming
5. Prepare relevant paperwork prior to scheduling and conducting IEP meetings. Ensure compliance with state rules and regulations, IEP development and implementation, timelines and data collection for students on the caseload
6. Participate in IEP and other student development and achievement related conferences with parents, students, counselors, teachers, the principal, and/or administrators
7. Assess, document and prepare reports such as achievement progress, grade and classroom performance, and attendance
8. Manage the learning environment and ensure the maintenance of an effective physical setting for instruction
9. Perform general instruction coordination duties such as ordering materials, attending meetings, and engaging in various forms of correspondence
10. Attend professional learning sessions and/or required conferences
11. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

Bachelor's degree from a Professional Standards Commission approved accredited college or university
Valid Professional Standards Commission approved certificate in special education general curriculum
Hold appropriate certification in all content areas (P-5) or (4-8) based on the cognitive levels of assigned students in accordance with Georgia Professional Standards Commission requirements
Ability to work well with students, parents, staff, and the community
Excellent oral, written and interpersonal communication skills

PHYSICAL DEMANDS:

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Ability to lift a student up to a weight of 35 pounds without assistance; ability to perform a two-person lift for students over 35 pounds. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor

activities. Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

Hold dual certification in special education general curriculum and early childhood education in accordance with Georgia Professional Standards Commission requirements
Experience teaching students with disabilities

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.