



FLOYD COUNTY SCHOOLS

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Job Description

POSITION TITLE: Sp. Ed. Self Contained Teacher	LOCATION:
REPORTS TO: Principal	PAY SCHEDULE/GRADE:
FULL TIME/PART-TIME/TEMPORARY: Full Time	TYPE OF EMPLOYEE: Certified
HOURS: 190 days	RETIREMENT: TRS

JOB SUMMARY

The Special Education teacher will provide quality services to special education students through a commitment to team participation in planning and implementation of student programs including special instruction in collaboration with general education staff. The exceptional student services teacher will also provide appropriate instruction in a safe and orderly environment conducive to learning for all students. The exceptional student services teacher will ensure that special education rules and regulations are followed.

EDUCATION/CERTIFICATION REQUIREMENTS

EDUCATION: Bachelors from an accredited college or university in education discipline applicable to teach assignments.

CERTIFICATION: GA State certification preferred for position. Teaching certification in related areas. Preferred Autism Endorsement.

ESSENTIAL FUNCTIONS

Essential functions may include, but are not limited to the following:

- Ensure that all special education student information is updated and correct. (Student Information System, IEP programs, FTE and hard copies)
- Maintains appropriate student data and other records and submits reports as required in a timely manner.
- Ensure due process is followed by regularly checking student folders and submitting accurate paperwork in a timely manner.
- Ensure all transfers occur correctly and in a timely manner.
- Facilitate transitions from grade to grade and school to school.
- Assist with the referral to special education process to ensure that 60-day timelines are met for initial placements, including completion of referral packets, facilitating meetings, working on eligibilities and attending meetings as necessary
- Collaborate with Special Education Director, Special Education Coordinator, School Psychologists, student support teams and other key personnel.
- Collaborate with behavior specialists, therapists and other supports as needed.
- Ensure that re-evaluation and data review meetings are held in a timely manner; school psychologists are informed when necessary and paperwork is completed accurately.
- Ensure transition plans are accurate and completed in a timely manner.
- Provide master lists of accommodations and schedules when requested and ensure that accommodations are carried out.
- Maintain a professional and helpful demeanor in addition to maintaining confidentiality.
- Prepare individual education plans in collaboration with parents and IEP team members.
- Designs instruction, both individual and small group, which parallels the general education curriculum.
- Usage of personal cell phone for multi factor authentication.

REQUIRED SKILLS/ABILITIES

- Proficiency Skills: Written and oral communication skills, student management, supervisory and leadership skills.
- Ability to employ a variety of instructional strategies that connect the curriculum to the learners.
- Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.
- Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.
- Completes weekly lesson plans that reflect collaboration with general education and specially designed instruction including accommodations to meet the Special Education students' needs.
- Acts as coordinator of IEP implementation with general education staff.
- Monitors student progress on IEP goals, participates in review and revision of IEP, as appropriate.
- Assists other professional staff in development of accommodations and evaluation of student progress.
- Works with special education students; modifying/adapting general education curriculum; and providing educational services in varied environments.
- Implement positive behavior plans with all students who have behavior needs
- Uses data collection and progress monitoring to guide specially designed instruction.
- Implement research-based strategies in the classroom
- Provide BIPS, accommodations and other pertinent behavior information to general education teachers, assistant principals in charge of discipline, and counselors if appropriate.
- Follow policies and procedures as outlined in the Special Education manual.
- Communicate frequently with parents through positive contacts, progress reports, conferences and IEP meetings. Be available to address questions and concerns of parents.

PHYSICAL REQUIREMENTS

- Regularly, reliably and predictably reports to work on time.
- Provide consistent supervision of students.
- Travels to school district buildings and professional meetings as required.
- Works in standard office and school building environments.
- Demonstrates constant and consistent ability to supervise students.
- Ability to implement Mindset training as needed

EMPLOYEE SIGNATURE

DATE: