



## Job Description

Position Title: Special Education Teacher		
Department: Teaching and Learning and Special Education	Evaluation Instrument: Teacher Keys Effective System (TKES)	
Compensation Range: \$50,150 - \$97,650* <i>*Salary is commensurate with experience and grade band. Salary range based on full time employment FY26/AA RW04 10</i>	FLSA Status: Exempt	Retirement: TRS
Work Days: 190 Days	Reports to: Principal	
<b>Position Summary:</b> The Special Education Teacher is expected to contribute positively to attaining the local school and Glynn County Schools mission and vision by providing quality instruction to students in a safe and orderly environment that encourages all students to achieve at their maximum capacity.		
<b>Qualifications</b>		
<b>Education:</b> Bachelor Degree required		
<b>Certification/Licensure:</b> Valid Georgia Teaching Certificate in Special Education with an emphasis in General Curriculum and, when applicable, Special Education content area(s)		
<b>Physical Activity:</b> <ul style="list-style-type: none"><li>• Standing and walking for prolonged periods of time, sitting, talking, and hearing</li><li>• Lifting up to 15 pounds, carrying, pushing or pulling</li><li>• Must be able to work on-site</li></ul>		
<b>Knowledge, Skills, and Abilities</b> <ul style="list-style-type: none"><li>• Communicates effectively and promotes good public relations with students and administrators</li><li>• Works with peers/supervisors in a considerate and cooperative manner and assists others when needed</li><li>• Demonstrates patience and care for all students</li><li>• Organizational Skills</li></ul>		
<b>Additional Qualifications/Responsibilities for this position:</b> <ul style="list-style-type: none"><li>• Prepare student educational plans in consultation with parents and IEP team members</li><li>• Provide differentiation of instruction, both for individual and small groups, which provides students access to the Georgia Standards of Excellence</li><li>• Act as coordinator of IEP implementation with general education staff</li><li>• Monitor student progress, participate in review and revision of IEP, as appropriate</li><li>• Facilitate and complete functional behavioral analyses and develop behavior intervention plans for students</li><li>• Assist other professional staff in diagnosis of learning problems, development of planned remediation and evaluation of student progress</li><li>• Maintain appropriate student data and other records and submit reports as required</li><li>• Adhere to federal, state &amp; local compliance Issues</li><li>• Conduct initial and annual review placement meetings for students</li></ul>		
<b>The Board of Education and the Superintendent may accept alternatives to some of the above requirements.</b>		

## **Duties and Responsibilities**

- Provides Instruction for the assigned students
  - Teaching at an instructional level appropriate to the mastery level of the students being taught
  - Providing both teacher-focused and student-focused content development during the teaching process.
- Builds for student transfer of knowledge by
  - Utilizing the Gradual Release Model
  - Utilizing Learning Targets and Success Criteria
- Assesses and encourages student progress
  - Promoting student engagement
  - Monitoring student progress (Common Formative Assessments)
  - Responding to both adequate and inadequate performances
- Manages the learning environment
  - Using time efficiently both in the handling of non-instructional tasks and in using instructional time appropriately.
  - Maintaining an effective physical setting for instruction.
  - Maintaining appropriate student behavior by intervening when necessary to redirect a student from inappropriate to appropriate behavior.
- Follow professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues by
  - Interacting in a professional manner with students, parents and colleagues.
  - Being available to students and parents for conferences according to school/system policies.
  - Facilitating home-school communications by such means as holding conferences, telephoning, and sending written communications.
  - Maintaining confidentiality of student students and student records
  - Modeling correct use of oral and written language.
  - Demonstrating accurate and up-to-date knowledge of content.
  - Assigning reasonable tasks and homework to students.
  - Exhibits a professional attitude and demeanor at all times in dealing with the School Board, school administrators, fellow employees, parents, students, and the public
- Comply with school, system, and state administrative regulations and Board of Education policies by
  - Conducting assigned classes at the time schedules.
  - Enforcing regulations concerning student conduct and discipline.
  - Being punctual.
  - Maintaining lesson plans as required.
  - Providing adequate information, plans, and materials for the substitute teacher.
  - Implementing designated curriculum.
  - Maintaining accurate, complete and appropriate records, and filing reports promptly.
  - Attending and participating in faculty meetings and other assigned meetings and activities according to school policy.
  - Assuming fair share of outside-the-classroom school responsibilities
  - Complying with conditions as stated in the contract.
- Act in a professional manner and assume responsibility for the total school program, its safety and good order by
  - Taking precautions to protect records, equipment, materials, and facilities.
  - Assuming responsibility for supervising students in out-of-class settings.
  - Maintaining regular attendance and demonstrating a responsible attendance and use of leave
  - Promoting positive school environment that enhances student learning and professional relationships
  - Carrying out other duties as may be assigned by the principal, which may include supervisory responsibilities, duty assignments, club/activity sponsorship, or athletic coaching
- Cooperate with other members of the school staff and the administration in the discharge of tasks, duties, and responsibilities.
- Complete all prescribed activities outlined in the Professional Development Plan according to the time lines indicated.
- Perform other such school related duties as may be required by the principal for the purpose of promoting the well-being and safety of the students and the school.

**Lead Sped Teacher Duties/Responsibilities (if applicable):**

1. Assist with master scheduling to ensure individual student needs according to IEPs are addressed
2. Offer technical assistance to teachers on writing quality, legally defensible IEPs
3. Review & Finalize IEPs as well as PWNs and other GO IEP documentation for teachers who are not yet able to do so independently and randomly check documentation for quality of those who can finalize their own documentation in GO IEP
4. Monitor GO IEP dashboard to maintain appropriate timeliness and ensure no records lapse
5. Assist teachers with time management and organization
6. Collaborate with school psychologists on obtaining needed documentation and scheduling IEP meetings for transfer students
7. Maintain Consent To Screen Spreadsheet to ensure timeliness of completion
8. Provide technical assistance to teachers on appropriately progress monitoring IEP goals
9. Attend IEP meetings as needed
10. Ongoing communication with the principal regarding the needs of the students as well as the department
11. Coordinate monthly department meetings with the SDI Coach and tailor PL to department needs
12. Represent SPED department on RTI Core Team meetings
13. Monitor and provide verification of matching services in Infinite Campus and GO IEP in preparation for FTE
14. Follow up to ensure schedule changes occur when needed after IEP meetings
15. Develop an understanding of correction of student errors for FTE as well as maximization of funding
16. Provide warm body counts and teacher allotments periodically to ensure student needs are being met
17. Assist teachers and staff in following IDEA procedures according to IDEA law and Georgia State Board rules

**Security Clearance:** The Glynn County School System requires a criminal background check and fingerprinting on all new employees, including all substitutes and other designated employees.

*This document provides information about the above Glynn County Schools position. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.*

*Revised: 01/2025*