

**Greenup County Public Schools
Certified Job Description**

TITLE: Teacher – Exceptional Children

PRIMARY SUPERVISOR: Principal

ASSIGNMENT:

Teachers shall be assigned annually by the Superintendent.

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.

JOB GOAL:

To provide appropriate educational services aligned with Kentucky Core Academic Standards and Program of Studies to students with identified disabilities based on each student's individual education plan (IEP) including case management of assigned students, effective classroom teaching practices and collaboration as needed with other school staff.

GENERAL DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish, friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.

5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES;

1. Shall act as a member of the Admissions and Release Committee for each assigned and served student.
2. Shall meet and instruct assigned classes in the location at the times designated using courses of study developed by the faculty and approved by the Board.
3. Shall plan and implement a program of study that meets individual needs, interest and abilities in alignment with the district's curriculum as well as the Individual Education Plan (IEP) for each student.
4. Shall implement curriculum objectives and goals using effective, differentiated teaching techniques and materials.
5. Shall work in a cooperative manner with the principal and Director of Special Education, on planning teams and committees in order to achieve "Continuous Monitoring Process" as specified by KDE and district.
6. Shall provide units of instruction for special classes, which include daily lesson plans describing learning experiences aligned to the general curriculum and IEP objectives for each student. These plans plus any instructions are to be used by the substitute teacher when the teacher is absent. Teachers should leave a copy of all lesson plans and instructions with the principal if an absence is planned. Due to the fact that an absence may be of an emergency nature, the teacher shall leave the lesson plans in the top desk drawer of his/her desk at the close of each school day.
7. Shall communicate aims/objectives to students in a well-planned, organized manner in clear, concise terms.

8. Shall create a classroom environment conducive to learning and appropriate to the grade placement of the student.
9. Shall follow district policies and procedures as related to Special Education.
10. Shall create educational experiences, which enhance opportunities for students to develop potential in personal-social adjustment, decision-making and other life skills including citizenship.
11. Shall respect the dignity of each student as an individual and attempt to gain an adequate understanding of his/her needs, interest, abilities, aptitudes, temperament and environmental influences.
12. Shall communicate concerns and ideas with colleagues, parents, students and community in a positive, solution-oriented manner.
13. Shall seek to establish friendly and cooperative relationships between the home and the school.
14. Shall monitor and assess student progress and provide feedback on a regular basis to students, parents/guardians and other school staff as appropriate.
15. Shall assume individual responsibilities assigned by administration, which may relate to committee work, student activities, student supervision or other planning and professional assignments.
16. Strives to maintain and improve professional competence by participating in planning/implementing in-service education activities, taking college courses, developing special projects, maintaining awareness of current literature related to assignment, including working knowledge of state and federal law, Board policy and administrative regulations.
17. Attends staff meetings, serves on staff committees and participates in the sponsoring of pupil activities.
18. Shall maintain accurate, complete, legible and correct records as required by law, board policies and procedures and administrative regulations.
19. Shall assume legal responsibilities for the discipline and supervision of students in the classroom, on school property, or in attendance at school-sponsored activities at all times and maintain a high standard of conduct and good rapport with students.
20. Shall assume professional and personal responsibility for the management and progress of classes under his/her authority, direction and supervision.
21. Shall plan and supervise purposeful assignments for classified employees and volunteers that have been assigned to their classroom.

22. Shall perform other duties consistent with the position assigned as may be requested by the Principal or Director of Special Education.

DAYS OF EMPLOYMENT: 185

SALARY: Commensurate with the school district's Certified Salary Schedule

Board Approved: 6-27-2011