



MARION COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Job Title: Special Education Teacher

Reports To: Principal and Director of Special Education

Terms of Employment: 190 Days

Status: Full-time/Exempt

Job Summary: The Special Education Teacher provides specialized instruction and related educational services to students with disabilities in accordance with each student's Individualized Education Program (IEP). The teacher evaluates student progress, develops and implements individualized instructional programs, collaborates with families and educational teams, and ensures compliance with federal, state, and district special education requirements to maximize student achievement and independence.

Essential Functions

1. Provide specially designed, research-based instruction aligned with each student's Individualized Education Program (IEP).
2. Develop, implement, and monitor Individualized Education Programs (IEPs), including present levels of performance, annual goals, accommodations, modifications, and specially designed instruction.
3. Serve as the IEP case manager for assigned students and ensure compliance with all IDEA, Section 504 (when applicable), South Carolina Department of Education, and district requirements.
4. Conduct special education evaluations and reevaluations using appropriate assessment practices.
5. Monitor student progress toward IEP goals and use assessment data to adjust instructional strategies and interventions.
6. Provide direct instruction in individual, small-group, and classroom settings based on student needs.
7. Coordinate the delivery of special education and related services identified within each student's IEP.
8. Collaborate with general education teachers to implement accommodations, modifications, behavioral supports, and inclusive instructional practices.
9. Consult with administrators, related service providers, school psychologists, counselors, behavior specialists, and community agencies to support student success.
10. Maintain accurate and timely educational records, progress reports, Medicaid documentation (when applicable), and all required district and state reporting.
11. Establish and maintain a safe, structured, positive, and inclusive learning environment that promotes student engagement, independence, and positive behavior.
12. Implement classroom management strategies and positive behavioral interventions consistent with district procedures.

13. Supervise, direct, and provide guidance to instructional assistants and paraprofessionals assigned to the classroom.
14. Communicate regularly with parents and guardians regarding student progress, instructional programming, and educational needs.
15. Utilize instructional technology, assistive technology, and other educational resources to enhance student learning and independence.
16. Participate in IEP meetings, eligibility meetings, multidisciplinary team meetings, professional development, faculty meetings, and other required district activities.
17. Maintain confidentiality of student records and protected information in accordance with FERPA, IDEA, HIPAA (when applicable), state law, and district policy.
18. Maintain regular and reliable attendance and punctuality. Regular and reliable attendance is an essential function of this position.

Other Duties

Perform other duties and responsibilities as assigned by the Director of Special Education or designee.

Job Specifications

Performance of this job will be evaluated in accordance with the provisions of the Board's policy governing certified personnel evaluation.

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Valid South Carolina teaching certificate or eligibility for certification in the appropriate Special Education area.
- Bachelor's degree from an accredited college or university. Master's degree preferred.
- Thorough knowledge of special education laws, regulations, instructional practices, and IEP development.
- Knowledge of evidence-based instructional practices for students with disabilities.
- Knowledge of child development, behavior management, differentiated instruction, and inclusive educational practices.
- Ability to conduct educational assessments and interpret assessment data.
- Ability to establish positive working relationships with students, families, colleagues, and community agencies.
- Strong written, verbal, organizational, and interpersonal communication skills.
- Proficiency in educational technology, assistive technology, and district software systems.

Preferred Qualifications (Knowledge, Skills, and Abilities)

- Master's degree in Special Education or related field.
- Experience working with students with autism, emotional disabilities, intellectual disabilities, learning disabilities, or multiple disabilities.
- Experience implementing Positive Behavioral Interventions and Supports (PBIS), behavior intervention plans, and inclusion practices.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this position. While performing the essential functions of this position, the employee is regularly required to sit, stand, walk, reach, bend, stoop, kneel, crouch, and use hands for fine motor tasks.

Additional physical requirements include the following:

- Occasionally lift and carry materials weighing up to 25 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Manual dexterity for the purpose of using a telephone, computer, and other office equipment.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone.
- Speak clearly and effectively in person and on the telephone.
- Ability to communicate effectively in person, by telephone, video conferencing, and written communication.
- Ability to travel between district locations, students' homes, and community agencies as needed.
- Ability to assist students with mobility, positioning, personal care, and approved crisis intervention or physical management techniques when necessary to ensure student safety.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee primarily works in school settings and offices and may occasionally visit other district facilities. The work may involve exposure to student behavioral crises, emotionally sensitive situations, and moderate noise levels typical of a school environment. The employee works primarily in classroom, school, and community instructional settings. The position may require responding to behavioral crises, assisting students with physical needs, supervising students in multiple environments, and participating in instructional activities indoors and outdoors.

Salary: In accordance with the District's approved Teacher Salary Schedule.

The statements contained in this job description are intended to describe the general nature and level of work performed by an employee assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. Employees may be required to perform other job-related duties as assigned. Marion County School District reserves the right to revise this job description at any time.