



Special Education Teacher

QUALIFICATIONS:

1. Bachelors from an accredited college or university in education discipline applicable to teaching assignment.
2. Mississippi certification endorsed in required content areas.
3. Successful prior special education teaching experience for the appropriate grade level preferred.

REPORTS TO: Director of the Office of Exceptional Child Education and School Principal

JOB GOAL: To maximize the learning experience of students with special needs in academics, interpersonal skills, and activities of daily living by implementing district-approved curriculum; documenting teaching and student progress, activities and outcomes; addressing students' specific needs; providing a safe and optimal learning environment.

TYPICAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Conducts assessments, testing, and diagnostic examinations of students for the purpose of identifying learning issues and recommending courses of action or corrective procedures to overcome issues and maximize learning.
2. Assists in developing Individual Educational Plans (IEP) for students.
3. Assists students and teaching staff in implementing students' IEPs and behavior management plans.
4. Coordinates with outside agencies, organizations, and institutions, including state and federal authorities, as needed.
5. Coordinates with administrators and other teaching staff members to ascertain individual student's abilities and needs, including students with special needs, and to familiarize stakeholders with social work services.
6. Continues to acquire professional knowledge regarding current developments in the educational field by attending seminars, workshops, and professional meetings or by conducting self-directed research.
7. Organizes and maintains a system for accurate and complete recordkeeping and providing student information to prospective colleges and employers, as required by district procedures and applicable laws.
8. Encourages parental involvement in students' education and ensures effective communication with students and parents.
9. Assists in the orientation of new teachers and provides in-service training in guidance.



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10. Selects and requisitions appropriate books, aids, and other supplies and equipment and maintains inventory records.
11. Performs other related tasks as assigned by the School Principal and other central office administrators, as designated by the Superintendent.
12. Demonstrates prompt and regular attendance.
13. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.
14. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Salary based on assigned teacher pay schedule, reporting 187 days per year.

EVALUATION: Annually