

# Oxford SCHOOL DISTRICT



<b>Job Description:</b>	Special Education Inclusion Teacher	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Special Services	<b>Code:</b>	
<b>Location:</b>	Oxford Elementary	<b>Reports to:</b>	Building Principal
<b>Position Type:</b>	Full time 187 days	<b>Version:</b>	
<p><b>Description of Position:</b> As an inclusion teacher, you must collaborate with a regular education teacher or multiple teachers to plan and present lesson plans, create assessments and make sure the needs of all students in the classroom are being met. While your focus may be on planning with your special education students in mind, the goal of an inclusion classroom is to keep special education students from feeling singled out. The inclusion teacher focus is on scaffolding activities and differentiating instruction to meet the needs of all students, not just the special education students.</p>			
<p><b>Essential Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide direct support to students in a classroom by delivering instruction and ensuring learning through a variety of co-teaching models and strategies.</li> <li>• Develop Individualized Student Programs (IEP) for students; maintain compliance with all Federal Regulations and State Policies regarding the education of students with disabilities.</li> <li>• Ensure appropriate accommodations to the curriculum, lessons and learning environment. Instruction may be provided within the regular classroom setting, resource setting, and/or small classroom setting.</li> <li>• Design engaging classroom activities and differentiated lessons so that all students may access the curriculum and benefit from the educational experience.</li> <li>• Formally and informally assess the student learning (rather than relying solely on standardized curriculum) to create a comprehensive learning program.</li> <li>• Set high expectations that are suitable for the students. Assessments may be differentiated based on each individual student plan. This may require developing alternative assessments.</li> <li>• Work collaboratively with Lead Co-Teacher, teaching and grade-level teams and other staff, especially instructional support team, to plan, share student work and ensure that instruction is aligned with identified curriculum and standards.</li> <li>• Build a partnership with families, encouraging their active participation in students' learning.</li> <li>• Perform other duties as assigned by the principal and Director of Special Services.</li> </ul>			
<p><b>Qualifications and Education Requirements</b></p> <ul style="list-style-type: none"> <li>• State Certification as a Special Education Teacher.</li> <li>• Motor Vehicle Operator's License or ability to provide own transportation.</li> <li>• Bachelors degree from an accredited college or university in education applicable discipline.</li> <li>• Bachelors/Masters Degree in Special Education preferred. Certification in the areas of endorsement needed. SCD= Severely Cognitively Delayed and/or EMD= Emotionally Mentally Delayed preferred.</li> </ul>			

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- Two or more years of preferred (but not required); Demonstrated ability to work with students and families from diverse backgrounds.
- All employees hired by the school district must pass a criminal background and child abuse registry check.

**Preferred Skills**

- Knowledge of Special Education principles, theories, testing, methods, etc. as well as proven methods of maximizing the educational experience of students with special needs.
- Knowledge of differentiated instruction based upon student learning styles.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
- Adhere to a high level of professional and ethical standards.

All applicants will be considered, however, only selected applicants will be reviewed.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

**Employee Statement of Understanding**

- I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Oxford School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

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(Signature)

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(Date)

Oxford School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.