

PASS CHRISTIAN PUBLIC SCHOOL DISTRICT

TEACHER - SPECIAL EDUCATION (K-12)

MSIS COURSE/WORK CODE(S):

As specified by the Mississippi Student Information System Course/Work area Codes Report and/or as determined by the student's specific disability(s).

Required Endorsements:

As specified by the Mississippi Student Information System Course/Work area Codes Report and/or as determined by the student's specific disability(s).

QUALIFICATIONS:

1. Bachelor's Degree from an accredited institution of higher learning
2. Special academic training in special education
3. Holds a valid Mississippi educator license with the necessary endorsement(s) in exceptionality area(s) required for specific position as specified by the Mississippi Student Information System Course/Work Area Codes Report and/or as determined by the student's specific disability(s).

REPORTS TO:

Principal, Special Services Director, and/or Designee

SUPERVISES:

Teacher assistant(s), paraprofessional(s), interpreters, and/or volunteers as may be assigned

JOB GOALS:

To demonstrate the district's beliefs in order to provide a sound education program for students who cannot sufficiently benefit from regular classroom programs based upon student's Individualized Education Program (IEP).

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs all assigned classes and in the times designated.
2. Implements by instruction and action the district's philosophy of education and

instructional goals and objectives in such a manner as to improve learning for students.

3. Assists the administration in implementing in a positive manner all policies and/or rules governing student life and conduct. In the classroom, develops, maintains and enforces reasonable rules for classroom behavior in a fair and just manner so as to ensure that order and decorum are maintained at all times.
4. Maintains accurate, complete, timely and correct records for each assigned student as required by law, district policy and administrative regulation.
5. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
6. Prepares lesson plans for classes assigned following School Board policy and district administrative procedures. Prepares emergency lesson plans.
7. Develops and maintains a classroom environment conducive to effective learning. Sets and maintains standards of classroom behavior which promotes the teaching and learning process.
8. Establishes and maintains open lines of communication with students and their parents concerning the academic, social emotional, and behavioral progress of all assigned students and makes a concerted effort to resolve conflicts and differences.
9. Participates in the development of the Instructional Management Plan for the subject areas assigned following the School Board policy and district administrative procedures.
10. Follows the referral to placement process as outlined in the State Department of Education's Referral to Placement Handbook, Part B.
11. Recognizes the need for related services and addresses them on the Individualized Education Program (IEP).
12. Completes timely and accurate teacher narratives, work samples, and behavioral logs for assigned students.
13. Assumes responsibility for emotional, behavioral and academic progress for each assigned student.
14. Uses such instructional techniques, methods and media as are needed to achieve the instructional objectives of each student's Individualized Education Program (IEP).

15. Develops, reviews, revises and implements Individualized Education Programs (IEPs) as appropriate for all assigned students and within the timeline set by the State Department of Education.
16. Offers comparable services based on the out-of-state IEP. Develops new school district Individualized Education Program (IEP) for out-of-state students within the required days based on district procedures.
17. Monitors the progress of each assigned mainstreamed student (both monitored and regular resource students) and for providing alternative instructional interventions, materials and resources necessary to ensure the student's academic success in the regular classroom.
18. Schedules each student to the maximum extent possible, with students having no disabilities in their age group. In selecting the least restrictive environment consideration was given to any potentially harmful effect on the student or the quality of services needed.
19. Documents parent contacts during the year.
20. Reviews and/or revises each student's IEP at least once each year, on or before the date of the last annual review.
21. Maintains confidentiality of all records in accordance with, but not limited to, The Family Educational Rights and Privacy Act of 1974 (FERPA).
22. Keeps accurate inventory of materials and equipment.
23. Keeps informed about current legal/legislative requirements.
24. Conducts on-going Child Find activities.
25. Plans and supervises purposeful assignments for teacher assistant(s), paraprofessionals, interpreter(s) and/or volunteers, and cooperatively with the principal, evaluates their job performance.
26. Assists in the selection of books, equipment and other instructional materials.
27. Attends and participates in faculty meetings.
28. Participates in co-curricular activities as assigned.
29. Establishes and maintains co-operative relations with others.

30. Serves on district level committees and attends other functions outside the instructional day for education related purposes and under reasonable terms.
31. Follows test security plan.
32. Uses class time for instruction, monitoring student progress and providing feedback for students.
33. Plans instruction to achieve selected objectives.
34. Organizes instruction to take into account individual differences among learners.
35. Obtains and uses information about the effectiveness of instruction to revise it when necessary. Plans and carries out re-teaching activities as needed.
36. Communicates with learners.
37. Demonstrates a repertoire of teaching methods, including new and innovative practices.
38. Demonstrates high ethical standards; acts in alignment with the MS Educator Code of Ethics and Standards of Conduct, district vision, mission, and beliefs.
39. Reinforces and encourages learner involvement in instruction.
40. Demonstrates an understanding of the school subject being taught and demonstrates its relevance.
41. Organizes time, space, materials, and equipment for instruction.
42. Demonstrates high expectations for learners' academic performance.
43. Demonstrates enthusiasm for teaching and learning and the subject being taught.
44. Helps learners develop positive self-concepts.
45. Manages classroom interactions.
46. Meets professional responsibilities.
47. Plans and implements the instructional program with regard to developing self-esteem.

48. Provides for own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
49. Agrees and obligates to successfully meet the State Department of Education and district requirements for staff development.
50. Performs other such duties and responsibilities as the Principal, Special Services Director, and/or Designee may assign from time to time.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to handle or feel; and reach with hands and arms. The job requires long periods of walking and standing while teaching a class in addition to kneeling, stooping, and crouching throughout the day. The employee must occasionally lift and/or move items over 50 pounds.

WORK ENVIRONMENT:

This job operates in a classroom and office environment. This role routinely uses standard classroom and office equipment such as computers, phones, and printers/scanners.

TERMS OF EMPLOYMENT:

In accordance with the *Teacher Work Day Calendar* and current salary schedule as approved by the Board of Trustees.

Work hours may include evenings, weekends, and holidays.

Total Days: 187

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of Board policy on evaluation of professional personnel and the Mississippi Educator Professional Growth System.

APPROVED BY:

_____ DATE: _____

REVIEWED AND AGREED TO BY:

_____ DATE: _____

REVISED APRIL 2013
REVISED FEBRUARY 2019