

**THE BOARD OF EDUCATION OF THE
COUNTY OF MERCER
JOB DESCRIPTION**

225.4

POSITION TITLE: Teacher, Special Education

LOCATION: Mercer County Schools

DIVISION: Curriculum Instruction

DEPARTMENT: Special Education grades 6-8 (Multi-Categorical/Autism)

RESPONSIBILITY OR PURPOSE:

The Special Education teacher is responsible for implementing the instructional goals and objectives mandated by the State Department of Education, the Mercer County Board of Education as related to his/her particular school assignment.

ACCOUNTABLE TO: Building Principal

REGULAR DUTIES:

1. Adheres to the prescribed county and state educational program.
2. Is familiar with and list instructional goals appropriate to the area of study.
3. Plans methods and materials for instruction.
4. Teaches ideas, concepts and appreciations.
5. Directs learning activities.
6. Fosters a classroom climate conducive to learning.
7. Uses a wide variety of motivational techniques, teaching strategies, and learning materials.
8. Utilizes instructional management systems which increase student learning and maximizes time on task.
9. Implements his/her program of study.
10. Monitors student progress towards learning outcomes.

11. Develops a student evaluation system to coincide with Learner Outcomes, Activities and the programmatic definition of the student and the student's progress.
12. Keeps records and makes such reports as required by the individual school and/or Mercer County School System.
13. Refers students for evaluation and/or special services when needed.
14. Reports suspected health, behavioral and child abuse irregularities to the school principal.
15. Counsels and consults with students, parents and colleagues.
16. Establishes and maintains positive communications with students and parents.
17. Plans and participates in parent conferences.
18. Provides special services for which he/she is competent and interested.
19. Plans and conducts field trips, coordinated through the school principal.
20. Performs unspecified duties assigned by school principal during the school day.
21. Serves on school and county curriculum committees if asked or selected.
22. Maintains and upgrades his/her professional skills through attendance at workshops, clinics, conferences and through additional coursework.
23. Exhibits a knowledge of current educational trends and practices in all areas of certificate endorsements.
24. Participates in school and county staff development programs.
25. Maintains professional work habits.
26. Performs other duties as assigned by immediate Supervisor.

SPECIAL OR OCCASIONAL (COLLATERAL DUTIES):

Attendance at local, state or national conferences as appropriate.

Attendance at parent meetings.

TOOLS AND EQUIPMENT USED: Various technology

WORKING CONDITIONS:

Materials, books, lessons plan will be designed per State Regulations

MINIMUM QUALIFICATIONS:

1. Certification in Special Education 6-8 grade levels in Multi-Categorical and Autism issued by the WV State Department of Education

ADDITIONAL COMMENTS:

Candidate should have record of excellent work attendance, outstanding evaluations, evidence of performing extra-curricular duties (service on curricular committees, bus/lunch duty, department heads, club sponsors, coaching, etc.), positive attitudes, sound financial management skills, and concrete personal contributions to raising student achievement as evidenced.

SALARY SCHEDULE:

Mercer County Teacher Pay Scale based on degree level and verified years of experience

SPECIALIZED SKILLS

Holds or can obtain West Virginia teacher certification in Special Education for assigned grade levels.

ADDITIONAL JOB INFORMATION

If no applicants meet the criteria of the job description, then after two posting cycles of the minimum of 10 days, Alternative Certification applicants will be considered.