



Job Title: *Learning Readiness Special Education Teacher (K-12) (FLSA: Exempt)*

Job Objectives: Germantown Municipal School District's *Special Education Teacher* staff members are expected to provide best instructional practices in ensuring that students have a quality educational experience evident by socio-emotional growth and academic achievement.

Minimum Qualifications:

Bachelor's Degree

Tennessee licensure and/or licensure eligibility in the state of Tennessee.

Responsibilities and Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Teach and instruct in subject matter areas commonly found in a comprehensive elementary school education program.
- Provide intensive tiered behavior support in accordance with the student's individualized education plan
- Implement programs, policies and best practices of related to instruction using ABA principles for students with social emotional and behavior disabilities.
- Create and implement Functional Behavior assessments and Behavior Intervention Plans for students with disabilities
- Maintain certification in both Professional Crisis Management and Crisis Prevention Institute
- Develop Instructionally Appropriate IEPs for students with emotional and behavioral challenges
- Participate in IEP team meetings to assist the district in transitioning students back to their least restrictive environment
- Utilize an adopted course of study, instructional program guidelines, and other materials in planning and developing lesson plans and teaching outlines.
- Pursue a variety of methodology in teaching and instructing pupils, including lectures, demonstrations, discussions, and laboratory experiences.
- Conduct teaching and instructional activities, using educational equipment, materials, books, and other learning aids.
- Provides instruction in citizenship and other subject matter specified by legal mandate, District policy, and administrative regulations.
- Plan, develop, and utilize a variety of instructional materials and aids appropriate to the intellectual and instructional level of pupils from varied socio-economic and cultural backgrounds, and who possess a range of mental and emotional maturity.
- Review, analyze and evaluate the history, background and assessment of pupils in designing instructional programs to meet individual educational needs.
- Individualize and adapt educational processes and procedures to enhance pupil educational opportunities.
- Provide group and individual instruction to motivate pupils, and effectively utilize the time available for instructional activities.

- Maintain appropriate standards of pupil behavior, using behavioral management strategies and techniques, including positive reinforcement and behavior shaping procedures.
- Review, analyze, evaluate, and report pupil academic, social, and emotional growth.
- Prepare, administer, score, record, and report the results of criterion referenced tests, and administer, scores, records and reports the results of group-standardized tests in evaluating pupil growth and progress.
- Counsel confer with and communicate with parents, school and District personnel regarding pupil progress, and in the interpretation of the educational program.
- Cooperatively pursue alternative solutions to ameliorate pupil-learning problems, and to enhance expanded academic, social and emotional growth opportunities.
- Maintain an effective learning environment through the proper control of heating, lighting, and ventilation, and the utilization of exhibits, displays, and independent study centers.
- Select and requisition appropriate educational supplies, materials, books, equipment, and learning aids.
- Perform a variety of non-instructional duties, including curriculum and instructional development activities, student supervision, and consultation activities.
- Be prepared to perform the job in accordance with the Teacher Evaluation Plan as established by the District and approved by the State Department of Education.

Skills and abilities required:

- Rapport building skills and the ability to work constructively with staff, students, parents, and community members
- Creative problem skills and productive conflict resolution processes
- Effective communication skills: written and oral forms
- Knowledge of best practices and laws that govern behavioral supports for students with disabilities
- Passionately believes that all students can achieve at high levels.
- Demonstrates cultural competence and a deep understanding of and empathy for issues facing contemporary families.
- Deep understanding of the various school environments and commitment to improving student achievement.
- Works successfully alone or on a team.
- Makes decisions using data and technology.
- Exhibits strong focus on goals and results. Sets clear metrics for success.
- Motivates, inspires, and moves students to action to achieve ambitious goals.

Supervisory Responsibility: Supervises students as designated on the class roster. Also supervises students in general common areas when class is not in session.

Working Conditions: Standard classroom environment

Note: The Learning Readiness Special Education Teacher maintains a thirty seven and a half hour (37.5) work week and works additional hours as required to carry out all of the duties and responsibilities of the position. This is a ten (10) month position.

It is the policy of the Germantown Municipal School District to provide equal employment opportunity to all qualified persons without discrimination on the basis of race, color, religion, marital status, national origin, handicap/disability, sex, genetics, or age.

For Office Use: Employee Signature: _____

Date: _____

Signature constitutes understanding of this job description including the requirements, essential functions, and duties of the position.