

SPECIAL EDUCATION TEACHER

- QUALIFICATIONS:**
1. A minimum of a Bachelor's Degree
 2. Appropriate Georgia certificate
 3. Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO: Principal

- SUPERVISES:**
1. Students
 2. Teacher Paraprofessionals

JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

TEACHING TASKS:

- I. Provides Instruction.
 - A. Teaches at an appropriate instructional level.
 - B. Provides content development.
 1. Provides teacher-focused content development.
 2. Provides student-focused content development.
 - C. Builds for transfer.
 1. Provides initial focus.
 2. Provides content emphasis and linking.
 3. Provides lesson summaries.
- II. Assesses and encourages student progress.
 - A. Promotes student engagement.
 - B. Monitors student progress.
 - C. Responds to student performance.
 1. Responds to adequate performances.
 2. Responds to inadequate performances.
 - D. Supports students.
- III. Manages the learning environment.
 - A. Uses time efficiently.
 1. Handles non instructional tasks efficiently.
 2. Uses instructional time appropriately.
 - B. Maintains effective physical setting for instruction.
 - C. Maintains appropriate student behavior in the classroom.
 1. Monitors behavior.
 2. Intervenes when necessary.

GENERAL DUTIES AND RESPONSIBILITIES:

- I. Teacher duties and responsibilities.
 - A. Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues.
 1. Interacts in a professional manner with students and parents.
 2. Is available to students and parents for conferences according to system policies.
 3. Facilitates home-school communication by such means as holding

- conferences, telephoning and sending written communications.
 - 4. Maintains confidentiality of students and students' records.
 - 5. Works cooperatively with school administrators, special support personnel, colleagues, and parents.
- B. Complies with school, system and state administrative regulations and board of education policies.
 - 1. Conducts assigned classes at the times scheduled.
 - 2. Enforces regulations concerning student conduct and discipline.
 - 3. Is punctual.
 - 4. Provides adequate information, plans and materials for substitute teacher.
 - 5. Maintains accurate, complete and appropriate records and files reports promptly.
 - 6. Attends and participates in faculty meetings and other assigned meetings and activities according to school policy.
 - 7. Complies with conditions as stated in contract.
- C. Demonstrates professional practices in teaching.
 - 1. Models correct use of language, oral and written.
 - 2. Demonstrates accurate and up-to-date knowledge of content.
 - 3. Implements designated curriculum.
 - 4. Maintains lesson plans as required by school policy.
 - 5. Assigns reasonable tasks and homework to students.
- D. Acts in a professional manner and assumes responsibility for the total school program, its safety and good order.
 - 1. Takes precautions to protect records, equipment, materials and facilities.
 - 2. Assumes responsibility for supervising students in out-of-class settings.
- II. Any duties and responsibilities prescribed by local school system and school.
- III. Professional Development Plan.
- IV. Special Education Teachers will carry out the above mentioned duties and responsibilities in addition to the following:
 - 1. Maintains accurate and complete student files for assigned special education students.
 - a. Is aware of annual review and reevaluation review dates in order to schedule meetings and meet deadlines.
 - b. Is aware of other special education staff involved with assigned students such as OT, PT, OI, SLP, etc.
 - 2. Plans, develops and implements Individual Education Plans for assigned students.
 - 3. Follows the Whitfield County Schools Exceptional Students Services Handbook.
 - 4. Attends initial staffings for assigned students.
 - 5. Demonstrates skills in conducting Functional Behavior Assessments and developing and implementing Functional Behavior Management Plans.
 - 6. Provides all reasonable accommodations and participates in training and provides related services to students as prescribed by their IEP.

Authority O.C.G.A. § 20-2-21 1 (d); 20-2-240.

TERMS OF EMPLOYMENT: 190 days annually. Salary and work year to be established by the board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of personnel.