

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Special Education Teacher

FLSA: Exempt

GENERAL SUMMARY

Under general supervision assists special education students in learning subject matter and/or skills that will contribute to their development as mature, able, and responsible men and women. Reports to the school Principal.

ESSENTIAL FUNCTIONS

Cooperates in developing a program of continuous progress consistent with District goals and objectives to meet the needs, interests, and abilities of special education students.

Keeps abreast of changes and District policies and students' needs and interests.

Establishes clear and appropriate objectives for all classroom activities and communicates these objectives to students.

Employs instructional methods and materials that are most appropriate for meeting stated objectives.

Designs and implements highly structured activities to meet the Individual Education Plans (IEPs) of each student.

Continuously monitors students' completion of tasks throughout the day with adjustments made to the activity sequence as necessary. Physically prompts students as needed to complete tasks.

Physically restrains students (minimum of 100 lbs. to approximately 225 lbs. students) whose behavior is a threat to themselves or others using Crisis Prevention Intervention (CPI) techniques.

Maintains all records and IEPs so that all information is current, neatly ordered, and updated in a timely and efficient manner.

Uses the District computer IEP system correctly and efficiently to maintain IEPs.

Plans and directly supervises the work of assigned teaching assistants.

Assesses the accomplishments of students on a regular basis and provides progress reports as required. Analyzes the progress of individual students on a regular basis and seeks appropriate assistance as needed.

Cooperates with other members of the staff in planning instructional goals, objectives, and methods.

Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of pupils.

Plans and supervises purposeful assignments for teacher aide(s) and/or volunteers and evaluates their performance. Provides adequate plans for substitute teachers and evaluates their performance.

Seeks the cooperation and assistance of parents through oral or written communication and/or home visits.

Makes provisions for being available to students and parents for education related purposes when required or requested to do so under reasonable terms.

Maintains accurate, complete, and correct records as required by law, District policies, and administrative regulations.

Takes all necessary and reasonable precautions to protect students and to properly care for all property, equipment, materials, and facilities.

Assists in upholding and enforcing school rules, administrative regulations, and board policies.

Is punctual and responsible in performing all duties and activities as assigned.

Assists the administration in implementing all policies and/or rules governing student life, conduct and behavior in a fair and just manner.

Provides for his/her own professional growth through an on-going program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.

Participates in school or District staff development programs as assigned by the Principal or Superintendent.

Attends staff meetings, serves on staff committees as requested, and accepts a share of responsibility for co-curricular or other activities as assigned by the Principal or Superintendent.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Newberry County Schools at all times.

Willingly performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Education and experience as required by state certification authorities.

Knowledge:

Knowledgeable of state and federal regulations and compliance requirements applicable to special education. Basic legal knowledge pertaining to the education of handicapped students. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to special services functions. Knowledge in the methods for developing lesson plans and materials, and classroom activities which stimulate learning. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of proper maintenance of equipment, materials and supplies used in daily activities. Knowledge of counseling methods necessary for handling student academic and adjustment problems. Knowledge of the materials and information which must be prepared for classroom instructional activities.

Skills/Effort:

Ability to comprehend, interpret, and apply state and federal regulations related to special education. Ability to effectively apply knowledge of special education programs, services, and curricula. Advanced management, organizational, human relations, communications and interpersonal skills. Ability to provide instruction to students through explanation, demonstration and/or supervised practice. Ability to supervise students and

maintain order in various classroom and instructional activities and situations. Ability to prepare lesson plans, tests, and instructional materials for classroom activities. Ability to identify student adjustment and/or academic problems, provide counseling and/or recommend appropriate remedial action to parents. Ability to communicate effectively with students and their parents, District staff, and all other groups involved in the activities of the job. Ability to operate general office equipment in the performance of daily activities.

Working Conditions:

Conducts duties in a classroom environment with some exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require constant attention and working with students. Physical demands are restricted to classroom work requiring the lifting/moving of items weighing up to 50 pounds. Occasional local travel is required; no overnight travel is required. Job requires the operation of standard office equipment.

Responsibility:

Responsible for classroom materials and supplies budget.
Supervises students in classroom.
Supervises instructional aides and volunteers assigned.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____