



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Special Education Teacher

Board Approved: September 8, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Educator License issued by the Mississippi Department of Education, with endorsements in the field/subject assigned to teach
2. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

Students, instructional assistants and student teacher(s) as assigned and directed by the principal

REPORTS TO

Principal or designee

JOB GOAL

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

INSTRUCTION AND ASSESSMENT

1. Meet and instruct assigned classes at the time designated by the administration
2. Provide quality work that engages students in learning and, as much as possible, meets the individual needs, interests and abilities of the students
3. Implement the adopted curriculum subject matter standards and assessment instruments to meet school and district goals
4. Prepare for assigned classes in a logical sequence; show written evidence of preparation upon request of the administration
5. Guide the learning process toward the achievement of curriculum goals and in combination with the goals, establish clear objectives for all lessons, units and projects and communicate these objectives to the students
6. Demonstrate knowledge of subject/s to be taught and relationship to other subjects
7. Recognize and respond appropriately to individual differences in students
8. Differentiate instruction for a variety of developmental stages and ability levels
9. Collaborate with other educators to create the most complete educational environment possible for students
10. Use of a variety of assessment techniques and/or models to evaluate student performance on a continual basis
11. Use results of ongoing assessments to improve instruction
12. Assume responsibility for all students to meet adequate yearly progress as determined by local, state, and federal standards
13. Identify and report possibility of learning disabilities of students on a regular basis and provide progress reports as required
14. Plan and supervise purposeful assignments for teacher assistant(s) and volunteer(s)

CLASSROOM MANAGEMENT

1. Provide a physical environment that is safe, orderly, hazard-free, and conducive to learning
2. Implement approved, and best-practice, disciplinary measures to allow for effective instruction and classroom management on a consistent basis

COMMUNICATION

1. Relate to parents and other community members, individual and corporate, in a positive and helpful fashion
2. Write, speak, and present in a clear, concise, and well planned manner

PROFESSIONAL DEVELOPMENT

1. Participate in self-initiated and school/district-initiated professional growth in order to maintain licensure and support school improvement efforts
2. Reflect on teaching practices and devise methods of performance improvement

POLICIES AND PROCEDURES

1. Adhere to policies and procedures established by district, state, and federal guidelines
2. Submit required reports efficiently, promptly, and accurately
3. Inventory and maintain all classroom materials, textbooks, and equipment

OTHER DUTIES

1. Accept the responsibility of co-curricular and extra-curricular duties as assigned by the administration
2. Participate in departmental/grade-level teams, school-level teams, and district-level committees as requested
3. Attend school-related functions (e.g. PTA) outside the instructional day
4. Perform other duties as assigned

TERMS OF EMPLOYMENT

187 days annually with salary in accordance with the certified teacher salary schedule as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.