

**YAZOO CITY MUNICIPAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: SPECIAL EDUCATION TEACHER

- Inclusion
- Learning Strategies
- Self-contained

Reports To: PRINCIPAL/SPED DIRECTOR

PERSONAL SKILLS

- Is neat in appearance
- Is punctual
- Attends regularly
- Shows enthusiasm for work
- Demonstrates loyalty to the school and its mission
- Follows school rules and district policies
- Attends and actively participate in in-service training
- Has appropriate certification

JOB GOAL

The teacher's primary goal is to develop and monitor educational strategies which follow the student's Instructional Education Plan (IEP) and sure compliance with state and federal SPED regulations including the delivery of high quality services, the provision of accommodations/modifications for instruction and assessment and the implementations of Behavior Intervention Plan (BIP).

All students meet or exceed state/district expectations as assessed by State and Local assessment measures.

Develop and monitor educational strategies which follow the Student's Instructional Education Plan (IEP) and ensure compliance with state and federal SPED regulations including the delivery of high quality services, the provision of accommodations/modifications for instruction and assessment and the implementation of Behavior Intervention Plan (BIP).

INSTRUCTIONAL PROCESS

- Responsible for serving as a member of the Special Education Team in writing educational plans and progress reports on SEAS-IEP, and completing assessment within the required timelessness.
- Maintain variety of files, documents and/or records(e.g. reports, logs, databases, agreements, State and local reporting, etc.) for the purpose of documenting activities, providing written references, and complying with mandated requirements.
- Responsible for remaining up to date with College and Career Readiness curriculum content and for modifying the curriculum and instruction for students with disabilities as identified on their IEPs.
- Responsible for implementing high quality teaching and learning in inclusion and/or resources classes using appropriate differentiated instructional techniques

- Responsible for communicating and collaborating with regular education teachers and other personnel in the educational programming for students with disabilities.
- Responsible for understanding the state required guidelines around standardized testing and for providing appropriate accommodations as identified on student IEP's during the administration of these tests.
- Responsible for assessing student knowledge using formal and informal means to develop measurable IEP goals and to support student learning.
- Responsible for creating and coordinating a schedule of services for students to ensure all IEP requirements are met.
- Responsible for guiding and supervising paraprofessionals in the instruction/support and enhance the students' communication and learning.
- Responsible for the promotion of equity and appreciation of diversity to ensure equitable opportunities for student learning in the least restrictive environment.
- Maintains a variety of files, documents and/or records (e.g. reports, logs, databases, agreements, State and local reporting, etc.) for the purpose of documenting activities, providing written reference and complying with mandated requirements.
- Responsible for assuring equal educational opportunity to all individuals regardless of race, color, gender, age, marital status, religion, natural origin, sexual orientation, homelessness, or disability.
- Plans and implements a program of instruction that adheres to the College and Career Readiness Standards, and district philosophy, goals and objectives as outlined in the curriculum guide.
- Makes purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time on task.
- Plans and implements a program of study designed to meet individual needs of students.
- Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Encourage student enthusiasm for the learning process and the development of good study habits.
- Provides progress and interim reports as required.
- Prepares substitute folder containing appropriate information as required by the principal.
- Plans and prescribes purposeful assignments for paraprofessionals, tutors and volunteers as needed.
- Recognizes learning problems and makes referrals as appropriate.
- Demonstrates a strong grasp of subject matter.
- Uses effective oral and written expression.
- Analyzes student and program related data for the purpose of providing information related to student and program achievement in order to evaluate program effectiveness and to provide information needed for strategic planning.
- Collaborates with a variety of parties (e.g. employees, parents, administrators, textbook vendors, outside agencies, etc.) for the purpose of ensuring that assigned activities meet student, program and District objectives in an effective and timely manner.
- Creates needs assessments for the purpose of ensuring that District curriculum and professional development needs are met.
- Develops curriculum integration solutions and related work/instructional aides for the purpose of providing users with tools needed to utilize emerging curriculum integration strategies to enhance student learning.
- Facilitates the review and selection of textbooks and related instructional aides for the purpose of providing effective instructional materials in order to meet District, state and federal educational standards.
- Performance of other job-related duties as assigned.

CURRICULUM DEVELOPMENT

- Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum.
- Assists on the ongoing curriculum revision process, including the revision of written courses of study.
- Becomes acquainted with supplemental services beneficial to students as an extension of regular classroom activities.

CLASSROOM MANGEMENT

- Develops, in accordance with district school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied.
- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities, per the district's comprehensive risk management program.
- Shares responsibility during the school day for the supervision of students in all areas of the school.
- Maintains an up to date inventory of all materials.
- Provides for the supervision of assigned students when circumstances require a brief absence from the assignment.

PUBLIC RELATIONS

- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of them to the public.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Works cooperatively with parents to strengthen the educational program for their children.
- Establishes and maintains cooperative relationships with other staff members.

STUDENT EVALUATION

- Evaluates accomplishments of students on a regular basis using multiple assessment methods such as teacher made test, samples of students' work, mastery skills check lists, criterion-referenced tests and/or norm-referenced tests.
- Makes appropriate adjustments in the instructional program and as required by the principal.
- Maintains up to date information and references in order to adequately prepare students for mandated state and federal tests.
- Maintains and enhances students writing portfolios at determined by the administration.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.
- Establishes and maintains cooperative relationships with other staff.
- Works cooperatively with parents to strengthen the educational program for their children.
- Establishes and maintains cooperative relationships with other staff members.

EVALUATION

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