



Mobile County PUBLIC SCHOOLS

Job Description Title – SPECIAL EDUCATION RESOURCE TEACHER

SUPERVISED BY/REPORTS TO: The Executive Director of Special Education or his/her designee.

FLSA Designation: Exempt

JOB SUMMARY: The role of the Special Education Resource Teacher is to:

- provide supportive leadership to parents, local school administrators and teachers in their effort to ensure a free and appropriate public education to gifted K-12 and disabled students ages 3-21 in accordance with PL94-142 and IDEA Reauthorization of 1997.
- provide effective communication between the school, the district, the student's family, and appropriate public services.
- create an instructional learning environment that enables all students to master skills appropriate to age, grade level, and individual capacity.

QUALIFICATIONS:

- ❖ Must have a Master's degree in Educational Administration or Special Education from a regionally accredited College or University by the Alabama State Department of Education.
- ❖ Must have a Valid Alabama Teaching Certificate in Special Education.
- ❖ Must have five (5) years of successful teaching experience in Special Education.
- ❖ A Class A or AA Certification in Special Education is preferred.
- ❖ Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- ❖ Ability to be punctual and maintain regular attendance.
- ❖ Must have typing skills and familiarity with word processing and database software.
- ❖ Possess and maintain a valid Alabama Driver's License.

KNOWLEDGE SKILLS:

Demonstrates knowledge of special education law and procedures. Ability to develop training activities, supervise teachers and demonstrate professionalism and high standards of performance in program leadership. Ability to work with people, especially teachers, parents, and students. Must have exceptional organizational skills; Must be detailed oriented, self-motivated, and able to multi-task.

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individualized Education Plans (IEPs) [forms as provided by the Alabama State Department of Education], operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to conduct the requirements of the job. Ability to draft routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control,

remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions. Must have exceptional interpersonal skills.

REASONING ABILITY:

Ability to identify and define problems, collect data, establish facts, and draw valid conclusions.
Ability to interpret an extensive variety of technical instructions.

COMPUTER SKILLS:

Proficient knowledge of computer usage and ability to use email, internet software, and word processing software. Proficient usage of Microsoft Office. Must learn other software used by the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

1. Clarifies and provides assistance in implementing federal, state, and system policies, and procedures related to Special Education.
2. Supervises LEA compliance with state and federal laws and guidelines.
3. Provides assistance in the processes involved in the identification of special education students and the development of legally defensible Individualized Education Program (IEP) [forms as provided by the ALSDE] meetings in assigned schools.
4. Provides internal monitoring of the processes involved in special education and monitors records and confidentiality procedures. Monitors completion of Data Verification forms in assigned schools. Monitors and reports data for tracking systems. Assists principals in monitoring IEP implementation and 90-day timeline.
5. Maintains frequent contact with system special education services and school staff to provide support with instruction, curriculum, transition planning, classroom management, behavior intervention, and other relevant needs.
6. Plans for Extended School Year (ESY) Services which includes allocation of personnel, curriculum development, purchasing of materials, developing a budget, and in-services. Completes review of students' ESY Individual Education Plans and monitors sites.
7. Assists teachers in monitoring transition of exceptional students to regular class.
8. Assists the Executive Director of Special Services in planning programs of instruction for exceptional students.
9. Assists in the formulation of instructional objectives that are consistent with the school board's education goals and in keeping with the needs of students assigned to special classes.
10. Assists in the preparation of curricular materials appropriate to the needs of exceptional students. Contributes specialized information toward resolving conflicts and crisis situations.
11. Develops and disseminates resource units, teaching guides, and other materials to facilitate program implementation. Develops and presents in-service training for teachers and administrators or other designated personnel. Provides leadership and supervisory services to local schools in program implementation.
12. Arranges transfers and transportation when needed for exceptional students.
13. Works with principals to monitor classrooms and arrange conferences relative to program improvement.
14. Demonstrates support for the school system and its vision, goals, and priorities. Assists principals and teachers in working cooperatively with parents.
15. Completes formal observations upon request.
16. Responds effectively to parent concerns, inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner. Serves as a consultant to parents, teachers, other school personnel, and community agencies for planning and implementing methods/interventions to maximize learning and adjustment of students. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.

17. Collaborates with other agencies to coordinate services for special education students. Works with outside agencies to assist in providing appropriate assessments, placements, and transition services.
18. Maintains and submits reports, records, and correspondence in a timely and accurate manner as assigned by the Executive Director of Special Education.
19. Attends IEP Team meetings for referral, eligibility, and IEP, as necessary. Enters eligibility information in PowerSchool/Special Programs and any information for overdue referrals.
20. Assists in the planning, development, and evaluation/monitoring of programs to meet identified learning and adjustment needs through data-based decision making.
21. Applies ethics/standards of professional practice and observes relevant laws and policies that govern practices. Assures procedural safeguards and maintains confidentiality of records and data in all sources.
22. Participates in professional organizations and continually seeks to improve professional knowledge and skills.
23. Utilizes PowerSchool SIS (Student Information Systems) and PowerSchool Special Programs.
24. Travels to various schools or other sites as assigned.
25. Attends scheduled staff meetings, workshops, and committee meetings as required. Engages in professional development yearly.
26. Performs other duties as assigned by the Executive Director of Special Education or his/her designee.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

- The employee is frequently required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and other technical devices. The employee is occasionally required to stoop, kneel, or squat.
- The employee may regularly lift and/or move up to 25 pounds and occasionally lifts to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the Executive Director of Special Education or his/her designee.

TERMS OF EMPLOYMENT

10-months (202 days) or 12-months (260 days), 8 hours per day usually Monday through Friday. 12-month schedules can vary during the summer. Daily work schedule will be determined by the Director of Special Programs or his/her designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.