



Job Title	Special Education Teacher	Job Category	Certified
Department/Group	Special Education	Term of Contract	9 months (187 days)
Location	Local schools/Central Office	Travel Required	Yes
Level/Salary Range	9 month teacher	Position Type	Full Time

Reports to	Local school principals/Special Education Director
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Job Description

To work in partnership with parents, students, and regular education teachers, exceptional education teachers, and related service personnel in accordance with special education regulations to enhance instruction and provide engaging and challenging work for students to maximize each student’s ability as outlined in the Individualized Education Program.

Responsibilities

- Plans and delivers instructional activities for students consistent with student needs and district instructional goals as well as IEP goals.
- Demonstrates an appropriate level of subject matter knowledge for the instructional assignment as evidenced by daily presentation of subject matter practices.
- Demonstrates familiarity with a variety of behavior management techniques, establishes behavior standards, provides classroom routines, and practices effective oral communication and listening skills resulting in a learning environment that promotes learning a self-discipline among students.
- Demonstrates the ability to make data driven instructional decisions to improve student outcomes.
- Collaborates with general education teachers as appropriate to deliver instructional activities in a manner demonstrating a variety of instructional techniques and accommodations, promoting positive interaction among students, and providing for appropriate practice of activities and skills focusing upon the desired learning outcomes and IEP goals.
- Establishes and maintains a high level of rapport with other teachers, team leaders, department heads, district-level coordinators and/or program directors, and instructional support and service employees of the school district.



- Establishes and maintains a level of rapport with students that results in students being shown that all individuals are deserving of respectful and dignified treatment and promoting a healthy self-concept in all students.
- Demonstrates a positive and technically competent set of parent/community relations' skills including oral communications, written communications, and listening skills in group and one-on-one situations as necessary.
- Completes all special education paperwork accurately, according to regulations and adhering to specified deadlines.
- Collaborates with appropriate agencies/personnel and develops appropriate transition plans for students of transition age.
- Collects and reports progress data for all student goals through quarterly progress reports.
- Maintains communication with parents, related service providers, general education teachers, counselors, administrators, community agencies (as appropriate) to ensure compliance with provision of services and promote student success.
- Participates in district and school special education meetings.
- Meets and instructs assigned classes in the locations and at the times designated.
- Prepares for classes assigned, and shows written evidence of preparation upon request of immediate superior.
- Encourages students to set and maintain standards of classroom behavior
- Establishes objectives and plans learning experiences.
- Implements activities using a variety of techniques that utilize instructional time to meet objectives.
- Uses correct grammar in written and oral communications.
- Be familiar with and adhere to school system rules, administrative procedures, local Board policy, and State and Federal rules and regulations as it relates to the teaching position.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Engages in professional growth and development activities.
- Be regular and punctual in attendance.
- Perform other reasonable related duties as needed.



Working Environment

The usual and customary methods of performing the job's functions may require the following physical demands: some lifting, carrying, pushing, and/or pulling. This job is performed in a generally clean and healthy environment.

Qualifications

- Bachelor's Degree or higher
- Alabama state teaching certificate in area of instructional responsibility
- Working knowledge of all Federal, State and Local laws governing Special Needs Children.
- Prior experience with all required special education student processes (Referral Process, Eligibility Process, IEP Process, state adopted records management system, etc.) preferred.
- Such alternative or additional qualifications as the Board may find appropriate and acceptable.

Board Approved October 19, 2021