



Mobile County PUBLIC SCHOOLS

Job Description Title – SPECIAL EDUCATION TEACHER

SUPERVISED BY/REPORTS TO: Principal or his/her designee

FLSA Designation: Exempt

QUALIFICATIONS:

- Bachelor's Degree or higher from an accredited college or university. College majors preferred for those not certified: Psychology and Sociology. Must meet requirements for an Alternative Special Education Certificate in Alabama, OR
- Valid Alabama teaching certificate in Special Education, either Secondary, Elementary or both.
- Ability to be punctual and maintain regular attendance.

KNOWLEDGE:

- Applicable laws, codes, regulations, policies and procedures of Special Education

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 from students. Ability to read and interpret documents such as the Alabama Course of Study Alternate Achievement Standards, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write 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. Promotes positive interactions with others. Ability to remain calm in stressful situations and to be resilient and flexible in the face of change. Teachers must ensure that all their social media accounts are professional and appropriate.

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. Cognitive flexibility to shift thinking or attention in response to individualized student needs, problem solving steps, and/or a new or unexpected situation.

COMPUTER SKILLS:

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

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.
- The teacher must have the ability to transfer students from wheelchairs or other mobility devices and provide physical intervention when required.
- Must be able to successfully complete Crisis Prevention Intervention (CPI) Training.
- Certain positions in the school district may impose additional physical demands.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

1. Participates in the development of student's individual education plans (IEP's) as a member of the IEP Team.
2. Regularly monitors the implementation of the student's IEPs and schedules and participates in IEP meetings.
3. Serves as a consultant and informational resource for student's, parents, school personnel, and community organizations.
4. Provides progress reports to the student's parent/guardian.
5. Researches, obtains, and provides instructional materials for special education services employing a variety of instructional strategies and techniques consistent with the individual needs and capabilities of students. Ensures all supplementary aids, services, program modifications and supports for school personnel are provided in accordance with each student's IEP.
6. Creates a classroom climate promoting mutual respect, openness, support, and exploration. It is an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
7. Employs a variety of communication methods to establish and maintain respectful, productive partnerships with families and/or caregivers, professional staff members including agency representatives in support of student training and well-being.
8. Engages all students in problem-solving and the exploration of ideas in academic related tasks drawing on student's ability, culture, experiences, and knowledge. Communicates high learning expectations for all students.
9. Selects, develops, modifies, and/or adapts materials and resources which support learning objectives and address students' special needs.
10. Integrates technology to support, differentiate and generate multiple paths to knowledge based on individual differences in students.
11. Interprets and uses data (including but not limited to standardized and other test results) for diagnosis, instructional planning, and program evaluation. Administers designated educational tests to students, scores (if required) and analyzes such tests and reports scores to supervisors. Ensures any accommodations on statewide or district assessments are implemented according to the student's IEPs.
12. Monitors and evaluates student progress and behaviors. Maintains discipline in accordance with the rules and disciplinary systems of the school.
13. Maintains appropriate student supervision so that students have a safe and orderly environment in which to learn. Prevents and/or intervenes appropriately in order to defuse escalating student behavior.
14. Assists in managing student's behavior to include crisis intervention when needed, including restraining disruptive or physically dangerous students within the guidelines of Crisis Intervention and Prevention (CPI) training.
15. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
16. Maintains and submits reports, records, and correspondence in a timely and accurate manner as required by law, district policy, and school regulations.
17. Interprets, applies, and explains policies, procedures, rules, and regulations as needed.

18. Works cooperatively with general education teachers to accommodate and/or modify curricula as needed for special education students according to guidelines established in students' IEPs. Assists special education students in regular classes with assignments.
19. Organizes daily class time so that instruction can be accomplished within the allotted time; develops weekly lesson plans (following scope and sequence) and instructional materials; translates lesson plans into learning experiences to best utilize the available time for instruction; provides appropriate, detailed instructions/plans for substitute teacher in event of absence. Lesson plans must be made available to local school administration and district staff when asked.
20. Special Education Teachers may supervise Special Education Paraprofessionals as directed by the principal or supervisor. Assists with paraprofessional job descriptions and assignments and monitors their activities. Collaborate with Special Education Paraprofessionals to ensure student IEPs are implemented within compliance based on paraprofessional assistance.

OTHER DUTIES:

Participates in various student and parent activities which occur in school including but not limited to PTA or PTO, student clubs and after school activities.

Attends staff, team, and departmental meetings. May be appointed to committees.

Attends district and school sponsored professional development days.

Attends relevant workshops and conferences with approval from the supervisor.

Actively participates in professional associations as appropriate.

Active member of a professional learning community.

Committed to continuous self-improvement through professional development and other avenues.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ Works in a classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens and bodily fluids.
- ✓ The employee may be subjected to abusive and potentially harmful outbursts from students. The employee may be exposed to toiletry needs of students and this may include diapering, changing, assisting with soiled clothing, and self-help supports/personal hygiene intervention for students.

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 building principal or his/her designee.

TERMS OF EMPLOYMENT

9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the principal 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.