

JOB DESCRIPTION
THOMASVILLE CITY BOARD OF EDUCATION

SPECIAL EDUCATION TEACHER

RESPONSIBLE TO: Principal with technical supervision by coordinator of Special Education

QUALIFICATIONS:

1. Alabama teaching certificate in area of instructional exceptionally.

DUTIES AND RESPONSIBILITIES:

1. Administer educational achievement test to assess students' levels of competencies and needs.
2. Assess students' needs in transition and related services.
3. Schedule annual IEP meetings.
4. Coordinate and assist in the development of an IEP designed to meet related services, educational and transitional needs of the student through the establishment of goals, objectives, and timelines.
5. Employ a variety of instructional techniques consistent with the individual needs and capabilities of the students.
6. Monitor student participation in regular education programs, by collaborating with regular education teachers and providing remediation materials upon request.
7. Actively participates in Eligibility and Level One Due Process IEP meetings and complete form relevant to input on students discussed at the meetings.
8. Evaluate the educational program and student progress according to IEP.
9. Attend workshops, conferences, and / or conventions related to special education services to maintain growth in professional development and meet state certification guidelines.
10. Maintain appropriate records according to guidelines and submit reports as required.
11. Establish and maintain a standard of students behavior to achieve a functional learning atmosphere.
12. Maintain open lines of communication with students, support agencies, and their parents concerning both the broad academic and behavioral process of students.
13. Cooperate with other members of the staff in planning instructional goals, objectives, methods, and the development of the curriculum.
14. Assume other reasonable and equitable job-related duties assigned by the immediate supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Demonstrate knowledge of student behavior in his/her area of exceptionally as well as policies and procedures relevant to program implementation and participation.
2. Knowledge to interpret assessment data, group students, and develop methodologies and strategies conducive to individualized instructional needs.
3. Effective skills in oral and written communication to fulfill IEP requirements and communicate to students, parents, support agencies, and other faculty and staff.

4. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

JOB GOAL:

To help students learn concepts and skills that will contribute to their development as mature, able responsible members of society.

EVALUATION:

Job performance for tenured personnel will be evaluated by the immediate supervisor based on Board policy. Non-tenured personnel will be evaluated annually.

APPEALS:

An employee who is not satisfied with his/her evaluation shall seek recourse by following the grievance procedure.