

TITLE: Special Education Teacher

QUALIFICATIONS: 1. Valid Alabama Certification in the appropriate teaching area(s)
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal and Special Education Coordinator

SUPERVISES: Students and teacher aides as assigned

JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible members of society.

JOB DUTIES:

1. Meet and instruct assigned classes in the locations and at the times designated. Must be physically able to get from classroom to classroom and to provide instruction for extended periods.
2. Plan programs of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepare for classes assigned, and shows written evidence of preparation in the form of lesson plans upon request of immediate supervisor.
5. Encourage students to set and maintain high standards of classroom behavior.
6. Guide the learning process toward the achievement of curriculum goals and --in harmony with the goals--establishes clear objectives for all lessons, units, projects, etc. to communicate these objectives to students.
7. Employ a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strive to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
9. Assess the accomplishments of students on a regular basis and provides progress reports as required.
10. Diagnose the learning disabilities of students on a regular basis, seeking the assistance of district specialists as required.
11. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintain accurate, complete, and corrects records as required by law, district policy, and administrative regulation.
13. Assist administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules for classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.

14. Make provisions 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.
15. Plan and supervise purposeful assignments for teacher's aide(s) and volunteer(s) in cooperation with the principal and supervisors.
16. Exhibit human relation skills.
17. Demonstrate proficiency in written and oral communication.
18. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
19. Attend staff meetings and serves on staff committees as required.
20. Assist in daily duties, of which may be car duty, extra curricular duties whenever students are involved in school activities.
21. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
23. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials