

Special Education Teacher
New Hanover County Schools
Job Description

Class: Certified
Dept: School

TITLE: Special Education Teacher

QUALIFICATIONS:

1. Bachelor's degree in special education with valid teaching certificate in North Carolina.
2. Such alternatives to the above qualifications as the Board of Education may find appropriate.

REPORTS TO: Principal

JOB GOAL: To help students learn subject matter and skills that will contribute to their educational and social development.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Develop and implement an instructional plan which is compatible with the school and system-wide curricular goals and the students' Individual Education Program.
3. Develop the Individual Education Programs (IEP) for students with disabilities; implement the IEP; and use diagnostic information obtained from tests and other assessment procedures to update IEPs as needed.
4. Monitor student behavior; maintain discipline in the classroom; deescalate inappropriate behaviors; teach students appropriate behavioral strategies; and restrain students when necessary.
5. Provide consultation to school staff, school based teams and parents on individual behavior or learning strategies, classroom management and support, and school wide behavior support.
6. Assist disabled students with their personal and self-help needs, such as eating, toileting, and other essential tasks that students are not able to perform by themselves.
7. Maintain student records in accordance with North Carolina's Procedures Governing Programs and Services for Children with Disabilities; and comply with all state and federal education statutes.
8. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.

9. Employ instructional methods and materials that are most appropriate for meeting stated objectives.
10. Assess the accomplishments of students on a regular basis and provide progress reports as required.
11. Plan and supervise purposeful assignments for teacher assistants and evaluate their job performance.
12. Strive to maintain and improve professional competence. Participate in the development and support of the broad school vision.
13. Attend staff meetings, serves on staff committees and carries out non-instructional duties as required or assigned.
14. Perform related duties and responsibilities as required by the Principal.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten month work year/FLSA Exempt

Starting Salary and/or Grade: Salary based on state salary scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board, local and state policy on evaluation of teachers.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, students, and parents.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Demonstrate strong content knowledge.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Ability to maintain order and discipline in a classroom.
- Ability to constantly monitor the safety and well-being of students.
- Ability to use a variety of equipment for children with special needs.
- Ability to physically lift, carry, push, pull or otherwise move objects and to provide for physical restraint of students when necessary.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.