

ST. MARY'S COUNTY PUBLIC SCHOOLS  
CERTIFICATED POSITION DESCRIPTION

SPECIAL EDUCATION TEACHER

POSITION: Special Education Teacher

REPORTS TO: Site Administrator

LOCATION: Various Sites

**NATURE OF WORK:**

This is a professional position to meet the individual needs of students through direct service and consultative support to staff and families to support progress in the General Education Curriculum.

**ESSENTIAL FUNCTIONS:**

- Assess and evaluate students to determine initial and continued eligibility;
- Analyze data to make instructional decisions;
- Communicate effectively in writing through student assessment reports and online IEP documents;
- Interface with SMCPS established online instructional and student performance platforms;
- Develop and monitor IEP goals and objectives based on assessment and data information;
- Monitor and report progress on goals and objectives;
- Deliver specialized instruction in reading, math, written language, organization and behavior management;
- Case manage students with IEPs;
- Knowledge of IDEA disabilities and how they can impact academic achievement and behavior;
- Knowledge of how disabilities may manifest themselves in the classroom;
- Knowledge of grade level curriculum and classroom expectations;
- Maintain required CPI certifications, as appropriate;
- Maintain confidentiality of all students;
- Work collaboratively with general education staff and related services staff;
- Select and administer a variety of standardized and non-standardized assessment tools with fidelity;
- Manage short and long-term deadlines related to State and Federal compliance indicators;
- Support the use of student equipment and tools including assistive technology; and
- Plan for whole group, small group, and individualized instruction throughout the school day and with a variety of staff.

**DUTIES AND RESPONSIBILITIES:**

- Complete standardized assessments and formal reports for IEP teams to review;
- Develop IEP goals and objectives based on present levels of performance, formative and summative assessment information;
- Collaborate with general educators to disseminate information about student needs to determine what differentiation strategies to use in each lesson;
- Utilize assessment data to determine instructional/behavioral strategies;
- Perform frequent formal and informal assessments to monitor instructional and IEP objectives;
- Consider modifications and the scaffolding necessary for each student to access the grade-level curriculum;
- Communicate positively with families on student progress;
- Work collaboratively with general educators to develop lessons and assessments for students with disabilities;

- Work collaboratively in a variety of co-teaching arrangements to support students; Implement small group programs using established SMCPs interventions;
- Ensure that all IEPs/IFSPs are implemented appropriately;
- Ensure that all Behavior Intervention Plans and behavior protocols are implemented with fidelity;
- Implement student adaptive behavior supports including, when necessary, self-care and hygiene routines (e.g., toileting feeding, etc.);
- Collaborate with general educators to ensure students have access to grade level curriculum;
- Provide positive communication to team members and families about student progress and achievement;
- Act as a central point of contact for families and team members regarding student progress;
- Communicate student needs in a timely fashion to the IEP Chairperson;
- Collect, analyze and report data to monitor progress, determine and report present levels of performance and to develop appropriate goals and objectives;
- Complete, maintain and submit Medical Assistance logs in an ongoing and timely fashion as directed by the Department of Special Education;
- Participate in targeted professional development and implement strategies in classroom and school settings;
- Collect, analyze and synthesize instructional assessment data through all established SMCPs platforms and Maryland Online IEP tools;
- Attend required professional development and implement targeted strategies in the school and community setting;
- Participate in professional team and department meetings; Provide supervision and direction to assigned support staff;
- Support and implement the administration of all required Local and State assessments as determined by the IEP Team and school administration; and
- Prepare and submit all required Extended School Year materials as determined by the IEP Team.

**QUALIFICATIONS:**

- Maryland Educator Certificate with special education endorsement.

**TERM OF EMPLOYMENT:**

Full-time, ten-month position.

**SALARY GRADE RANGE:** The salary for this EXEMPT position will be based on EASMC salary schedule for ten-month employees.

**BARGAINING UNIT ELIGIBILITY:** EASMC