BUTLER COUNTY SCHOOLS

SPECIAL EDUCATION TEACHER

JOB DESCRIPTION

QUALIFICATIONS:

(1) Bachelor's degree from an accredited educational institution.

(2) Certified by the State of Alabama in the appropriate area.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to develop and implement an Individual Education Plan (IEP). Knowledge of child development and especially of characteristics of mentally handicapped children in the age group assigned. Knowledge of the prescribed curriculum. Knowledge of current educational research relating to the instruction of mentally handicapped students. Basic understanding and knowledge of use of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others. Knowledge of laws, policies and procedures relating to the education of handicapped students and of the operation of adaptive equipment required by students.

REPORTS TO:

Principal

JOB GOAL

To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation in accordance with System philosophy, goals and objectives.

SUPERVISES:

Aide (if assigned)

PERFORMANCE RESPONSIBILITIES:

* (1) Create or select long-range plans and write student's annual IEP based on a review of system and state curriculum priorities, instructional priorities and student's handicapping condition.
* (2) Define goals and objectives for unit and daily plans.
* (3) Sequence content and activities appropriately.
* (4) Identify specific intended learning outcomes which are challenging, meaningful and measurable.
* (5) Revise plans based on student needs.
* (6) Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs and socio-economic background.
* (7) Develop or select instructional activities which foster active involvement of students in the learning process.
* (8) Plan and prepare lessons and instructional strategies which support the school

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improvement plan and the system mission.

* (9) Select, develop, modify and/or adapt materials and resources which support learning objectives and address students' varying learning styles, backgrounds, and handicapping condition.

*(10) Establish and maintain a positive and safe learning environment in which students are encouraged to be actively engaged in the learning process.

*(11) Maintain a clean, attractive and organized learning environment.

*(12) Maintain academic focus by using a variety of motivational techniques.

*(13) Establish and use behavior management techniques which are appropriate and effective.

*(14) Establish routines and procedures and work with students on consistently following them.

*(15) Create a learning climate that is challenging, yet non-threatening.

*(16) Maintain instructional momentum with smooth and efficient transitions from one activity to another.

*(17) Establish appropriate testing environment and ensure test security.

*(18) Establish and maintain effective and efficient record keeping procedures.

*(19) Manage time effectively.

*(20) Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.

*(21) Manage materials and equipment effectively.

*(22) Organize materials for efficient distribution and collection.

*(23) Instruct and supervise the work of volunteers and aides when assigned.

*(24) Assist in enforcement of school rules, administrative regulations and Board policy.

*(25) Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.

*(26) Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.

*(27) Use ongoing assessment to monitor student progress, verify that learning is occurring and adjust curriculum and instruction.

*(28) Provide feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.

*(29) Communicate, in understandable terms, individual student progress knowledgeably and responsibly to the student, parents and professional colleagues who need access to the information.

*(30) Encourage self-assessment by students and assist them in developing plans for improving their performance.

*(31) Administer standardized tests in accordance with directions provided, including proctoring and secure handling of materials.

*(32) Evaluate the effectiveness of instructional units and teaching strategies.

*(33) Demonstrate knowledge and understanding of curriculum content.

*(34) Communicate high learning expectations for all students.

*(35) Apply principles of learning and effective teaching in instructional delivery.

*(36) Monitor learning activities, providing feedback and reinforcement to students.

*(37) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.

*(38) Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.

*(39) Use appropriate materials, technology and resources to help meet learning needs of all

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students.

*(40) Assist students in assessing, interpreting and evaluating information from multiple sources.

*(41) Provide appropriate instruction and modifications for students with special needs, including limited proficiency in English.

*(42) Provide quality work for students which is focused on meaningful, relevant and engaging learning experiences.

*(43) Provide instruction on safety procedures and proper handling of materials and equipment.

*(44) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others, by role modeling and learning activities.

*(45) Communicate effectively, orally and in writing, with other professionals, students, parents and community.

*(46) Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs. Provide leadership for staffings and IEP Meetings.

*(47) Facilitate mainstreaming and inclusionary opportunities.

*(48) Provide accurate and timely information to parents and students about academic and behavioral performance of students

*(49) Work with other teachers in curriculum development, special activities and sharing ideas, and resources.

*(50) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting actions.

*(51) Engage in continuing improvement of professional knowledge and skills.

*(52) Assist others in acquiring knowledge and understanding of particular area of responsibility.

*(53) Keep abreast of developments in instructional methodology, learning theory, curriculum trends and content.

*(54) Conduct a personal assessment periodically to determine professional development needs with reference to specific instructional assignment.

*(55) Develop and implement a Professional Development Plan annually in accordance with state and system requirements.

*(56) Act in a professional and ethical manner and adhere to professional standards at all times.

*(57) Perform assigned duties.

*(58) Demonstrate attention to punctuality, attendance, records and reports.

*(59) Maintain confidentiality of student and other professional information.

*(60) Comply with policies, procedures and programs.

*(61) Exercise appropriate professional judgment.

*(62) Support school improvement initiatives by active participation in school activities, services and programs.

*(63) Ensure that student growth/achievement is continuous and appropriate for age group, subject area and/or student program classification.

(64) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 06

*Essential Performance Responsibilities

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