

**DRAFT**

**TRUSSVILLE CITY SCHOOLS  
Job Description**

**POSITION TITLE:** Special Education Teacher

**QUALIFICATIONS:** Alabama State teaching certificate in area of instructional responsibility, NCLB criteria for Highly Qualified Teacher

**REPORTS TO:** Principal

**JOB GOAL:** To work in partnership with parents, students, and regular education Teachers, exceptional education teachers, and related service personnel in accordance with special education regulations to enhance instruction and provide engaging and challenging work for students to maximize each student's ability as outlined in the Individualized Education Plan Plan.

**EVALUATION:** Trussville City Board of Education Personnel Evaluation Plan

**PERFORMANCE RESPONSIBILITIES:**

1. Plans and delivers instructional activities for students consistent with student needs and district instructional goals as well as IEP goals.
2. Demonstrates an appropriate level of subject matter knowledge for the instructional assignment as evidenced by daily presentation of subject matter practices.
3. Demonstrates familiarity with a variety of behavior management techniques, establishes behavior standards, provides classroom routines, and practices effective oral communication and listening skills resulting in a learning environment that promotes learning and self-discipline among students.
4. Demonstrates the ability to make data driven instructional decisions to improve student outcomes.
5. Collaborates with general education teacher as appropriate to deliver instructional activities in a manner demonstrating a variety of instructional techniques and accommodations, promoting positive interaction among students, and providing for appropriate practice of activities and skills focusing upon the desired learning outcomes and IEP goals.
6. Establishes and maintains a high level of rapport with other teachers, team leaders, department heads, district-level coordinators and/or program

directors, and instructional support and service employees of the school district.

7. Establishes and maintains a level of rapport with students that results in students being shown that all individuals are deserving of respectful and dignified treatment and promoting a healthy self-concept in all students.
8. Demonstrates a positive and technically competent set of parent/community relations' skills including oral communication, written communications, and listening skills in-group and one-on-one situations as necessary.
9. Fulfills professional responsibilities beyond those exhibited in the classroom to include participation in school co-curricular programs, school and district program improvement efforts, participation in community and parent groups, and abides by and promotes high ethical standards.
10. Participates in professional growth activities leading toward enhancing professional qualifications.
11. Models appropriate personal characteristics and work habits that are consistent with personal development goals established for students.
12. Performs other such duties as required and/or assigned by the principal.
13. Completes all special education paperwork accurately, according to regulations and adhering to specified deadlines.
14. Collaborates with appropriate agencies / personnel and develops appropriate transition plans for students of transition age.
15. Collects and reports progress data for all student goals through quarterly progress reports.
16. Demonstrates appropriate use of various forms of technology to maintain accurate records, communicate, and enhance instruction.
17. Maintains communication with parents, related service providers, general education teachers, counselors, administrators, community agencies (as appropriate) to ensure compliance with provision of services and promote student success.
18. Serves as an advocate for students and promotes self advocacy.
19. Participates in district and school special education meetings.