ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION

SPECIAL EDUCATION TEACHER

POSITION: **Special Education Teacher**

REPORTS TO: **Site Administrator/Supervisor**

LOCATION: **Various Locations**

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:
- Ability to professionally relate to and collaborate with co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of IDEA disabilities and how they can impact academic achievement and behavior
- Possess knowledge of how disabilities may manifest themselves in the classroom
- Possess knowledge of grade level curriculum and classroom expectations
- Ability to maintain required CPI certifications, as appropriate

DUTIES AND RESPONSIBILITIES:
- Completes standardized assessments and formal reports for IEP teams to review
- Develops IEP goals and objectives based on present levels of performance, formative and summative assessment information
- Collaborates with general educators to disseminate information about student needs to determine what differentiation strategies to use in each lesson
- Utilizes assessment data to determine instructional/behavioral strategies
- Performs frequent formal and informal assessments to monitor instructional and IEP objectives
- Considers modifications and the scaffolding necessary for each student to access the grade level curriculum
- Communicates positively with families on student progress
- Collaborates with general educators to develop lessons and assessments for students with disabilities

- Collaborates in a variety of co-teaching arrangements to support students
- Implements small group programs using established SMCPS interventions
- Ensures that all IEPs/IFSPs are implemented appropriately
- Ensures that all Behavior Intervention Plans and behavior protocols are implemented with fidelity
- Implements student adaptive behavior supports including, when necessary, self-care and hygiene routines (e.g., toileting feeding, etc.)
- Collaborates with general educators to ensure students have access to grade level curriculum
- Provides positive communication to team members and families about student progress and achievement
- Acts 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
- Collects, analyzes, and reports data to monitor progress, determine and report present levels of performance and to develop appropriate goals and objectives
- Selects and administers a variety of standardized and non-standardized assessment tools with fidelity
- Completes, maintains, and submits Medical Assistance logs in an ongoing and timely fashion as directed by the Department of Special Education
- Manages short and long-term deadlines related to State and Federal compliance indicators
- Participates in targeted professional development and implement strategies in classroom and school settings
- Collects, analyzes, and synthesizes instructional assessment data through all established SMCPS platforms and Maryland Online IEP tools
- Attends required professional development and implement targeted strategies in the school and community setting
- Participates in professional team and department meetings
- Provides supervision and direction to assigned support staff
- Supports and implements the administration of all required Local and State assessments as determined by the IEP Team and school administration
- Prepares and submits all required Extended School Year materials as determined by the IEP Team
- Interface with SMCPS established online instructional and student performance platforms
- Supports the use of student equipment and tools including assistive technology plan for whole group, small group and individualized instruction throughout the school day and with a variety of staff.
- Selects and administers a variety of standardized and non-standardized assessment tools with fidelity
- Develops and monitors IEP goals and objectives based on assessment and data information
- Monitors and reports progress on goals and objectives
- Delivers specialized instruction in reading, math, written language, organization and behavior management
- Assesses and evaluates students to determine initial and continued eligibility
- Analyzes data to make instructional decisions
- Communicates effectively in writing through student assessment reports and online IEP documents
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor’s Degree

Preferred:

- Eligibility for professional certification/licensure of the appropriate grade and or content

TERM OF EMPLOYMENT:
Full-time, ten-month position

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC Teacher Career Ladder for ten-month employees

BARGAINING UNIT ELIGIBILITY: EASMC

Revised: 04.2025, 07.2024