

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

SPECIAL EDUCATION TEACHER IN THE SAIL PROGRAM

POSITION: Special Education Teacher in the SAIL Program

REPORTS TO: Site Administrator/Supervisor of Special Education

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
- 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 the 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 the programs, policies, and procedures of the St. Mary's County Public Schools
- Ability to assess and evaluate students to determine initial and continued eligibility
- Ability to analyze data to make instructional decisions
- 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 and community
- Possess knowledge of grade level curriculum, developmental expectations, and classroom expectations

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 and related services staff to disseminate information about student needs to determine what differentiation strategies to use to support student achievement and independence
- Implement sound Applied Behavior Analysis (ABA) practices and protocols
- Performs frequent formal and informal assessments to monitor instructional and IEP objectives
- Case-manager for students with IEPs

- Determines individualized modifications and the scaffolding necessary for each student to access the grade level curriculum
- Develops and implements instructional units that target academics as well as social, adaptive, and behavioral outcomes
- Supports the use of student equipment and tools including assistive technology adaptive support equipment
- Collaborates with SAIL colleagues and related services staff to develop lessons and implement instruction with flexible groupings
- Implements small group programs using established SMCPs interventions
- Participates in Test Examiner Teams for required state assessments
- Manages short and long-term deadlines related to State and Federal compliance indicators
- Maintains required CPI certifications, as appropriate
- Collaborates with regional program staff to support successful transitions in schools and between schools
- Cultivates, supports, and implements school and community work maturity experiences with the support of Department of Special Education staff
- Ensures that all IEPs 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. Self-Care and hygiene routines may include feeding, positioning in adaptive equipment, implementing/maintaining toileting schedules and assistance with personal hygiene with female students' monthly cycles
- Plans for whole group, small group, and individualized instruction throughout the school day and with a variety of staff
- 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
- Communicates 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
- Completes, maintains, and submits Medical Assistance logs in an ongoing and timely fashion as directed by the Department of Special Education
- 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 meeting;
- 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
- Collaborates with SMCPs staff to support work maturity programs and career readiness
- 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 with special education endorsement

TERM OF EMPLOYMENT:

Full-time, ten-month position

SALARY GRADE RANGE: The salary for this position will be based on the appropriate position on the Teacher Career Ladder schedule.

BARGAINING UNIT ELIGIBILITY: EASMC

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