



Job Title: Elementary Special Education Lead (Supplemental Position)

Supervisor: School Principal

Terms of Employment: This is a supplemental assignment in addition to regular duties and is compensated according to the district supplement schedule. The position is a yearly appointment made at the discretion of the principal and is not guaranteed from year to year.

Job Summary:

- Serves as a teacher leader responsible for managing and maintaining the school's website and supporting technology integration across the school.
- Ensures accurate, timely communication through digital platforms while supporting staff and students with technology tools and resources.

Essential Duties

- Maintain and regularly update the school website to ensure accurate and current information.
- Ensure consistency, clarity, and quality of content across all web pages.
- Collaborate with staff to post announcements, updates, and school-related information.
- Monitor website functionality and address issues in a timely manner.
- Ensure compliance with district guidelines for web content and accessibility.
- Support staff in integrating technology into instruction and daily practices.
- Assist with basic troubleshooting of instructional technology tools.
- Provide guidance on the use of district-approved platforms and digital resources.
- Promote effective use of technology to enhance student learning and engagement.
- Serve as a liaison between school staff and district technology support teams.
- Communicate updates, expectations, and resources related to technology use.
- Collaborate with administration to ensure consistent messaging through digital platforms.
- Support communication with families through website updates and digital tools.
- Provide support and guidance to staff on website use and digital tools.
- Assist with training staff on new technology platforms and updates as needed.
- Support onboarding of new staff related to technology systems and expectations.
- Promote effective and responsible use of technology across the school.
- Encourage innovation and sharing of best practices in technology integration.
- Reflect on technology use and website effectiveness to improve practices.
- Support school-wide procedures, including supervision and safety protocols when applicable.
- Model professionalism, organization, and adherence to district expectations.

Expectations

- Maintain high-quality instructional responsibilities while fulfilling supplemental leadership duties.
- Attend and participate in required meetings, trainings, and planning sessions.
- Collaborate closely with administration to align technology and communication efforts with school goals.
- Uphold district policies, procedures, and professional standards.
- Perform additional related duties as assigned by the principal.

Minimum Qualifications (Knowledge, Skills and Abilities Required)

- Valid South Carolina teaching certification.
- Minimum of three years of successful classroom teaching experience (preferred).
- Demonstrated effectiveness in elementary instruction, particularly in literacy and foundational skills.
- Strong facilitation, communication, and organizational skills.
- Ability to lead peers through influence, collaboration, and professionalism.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Ability to sit and stand for extended periods of time
- Manual dexterity for the purpose of using a telephone and data entry
- Read a computer screen and printed material with or without vision aids
- Hear and understand speech at normal levels and on the telephone
- Speak in audible tones so that others may understand clearly in person and on the telephone

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplement Amount: \$2,000.00

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

