



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 supporting the implementation, compliance, and effectiveness of special education services.
- Ensures alignment of special education practices with district expectations while improving outcomes for students with disabilities through collaboration, coaching, and data-driven decision-making.

Essential Duties

- Support the implementation of high-quality instruction for students with disabilities across all settings.
- Assist teachers in aligning IEP goals with standards-based instruction.
- Ensure consistent implementation of accommodations, modifications, and specially designed instruction.
- Support inclusion practices and collaboration between general and special education teachers.
- Promote best practices in differentiated instruction and intervention.
- Support staff in maintaining compliance with federal, state, and district special education requirements.
- Assist with IEP development, review, and implementation processes.
- Monitor timelines, documentation, and procedural requirements.
- Collaborate with administration to address compliance concerns.
- Support analysis of student performance data to guide instructional decisions and IEP development.
- Monitor progress toward IEP goals and student outcomes.
- Assist in identifying trends and areas of need within the special education program.
- Support progress monitoring and documentation of student growth.
- Serve as a liaison between special education staff, administration, and related service providers.
- Facilitate communication between general education and special education teams.
- Support collaboration with families regarding student progress and services.
- Work with district staff and specialists to ensure alignment and support.
- Promote a culture of collaboration, accountability, and continuous improvement within the special education team.
- Support onboarding and mentoring of new special education teachers.
- Encourage reflective practices and sharing of effective strategies.
- Support school-wide procedures, including student supervision and safety protocols.
- Assist with behavior support systems and intervention planning.

- Model professionalism, confidentiality, and adherence to district and legal expectations.

Expectations

- Maintain full instructional or caseload responsibilities while fulfilling supplemental leadership duties.
- Support the implementation of high-quality instruction for students with disabilities across all settings.
- Assist teachers in aligning IEP goals with standards-based instruction.
- Ensure consistent implementation of accommodations, modifications, and specially designed instruction.
- Support inclusion practices and collaboration between general and special education teachers.
- Promote best practices in differentiated instruction and intervention.

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.

