Special Education Teacher Job Description

Workdays: 190

Job Description: The Special Education Teacher is responsible for the case management of students with special needs. This includes but is not limited to assessing, creating, and monitoring individualized education plans (IEPs) for students who are eligible for the Special Education Program. The Special Education Teacher will also serve as both teacher and advocate, ensuring that their students can access the curriculum and foster student success. This role may serve in grade levels 2-8.

Essential Functions: Additional duties will incorporate general support to the Special Education Department, and a variety of job functions that **include but are not limited to**:

Direct Instruction:

- Provide direct instruction in the academic areas to Special Education pupils on a small group basis.
- Provides information and assistance to individuals with exceptional needs and their parent
- Monitor pupil progress on a regular basis, participating in the review and revision of the education programs, as appropriate; refers pupils who do not demonstrate appropriate progress to the individualized education program team.
- Evaluate student growth in academic achievement, self-concept, and social skills.
- Provide emphasis at the secondary school level on academic achievement, meeting proficiency standards, career and vocational development, and preparation for adult life

Professional Requirements:

- Complete annual training requirements.
- Maintain confidentiality at all times.
- Work with a diversity of individuals and/or groups.
- Report to work on time and as scheduled.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Attend regular staff meetings.
- Flexibility is required to work with others in a wide variety of circumstances. Education and Experience:
- Bachelor's Degree from an accredited college or university that has been approved by the South Carolina Department of Education or .a certification from another state

Knowledge, Skills, and Abilities:

- Familiarity with components of the IEP process, laws and regulations
- Ability to work as a member of a multi-disciplinary student support team
- Ability to take direction and work independently
- A wide range of effective teaching strategies and student assessment tools to ensure student learning and student goal achievement; ability to use data to drive teaching and ensure continuous improvement of student learning
- Working knowledge of technology and computer software applications relative to instruction, assessment and teacher recordkeeping
- Federal, state and local laws, policies and procedures related to duties as a Special Education teacher