



EMPLOYEE NAME: _____

Revised: 5/90; 12/91; 6/92; 3/93; 11/94; 2/95; 2/96; 12/97; 7/07; 7/09; 11/10; 8/13; 6/18

JOB DESCRIPTION

POSITION TITLE: Teacher, Community Based Skills, Preschool, Special Education	JOB CODE: 141
DIVISION: Academic - Support and Specialized Services	SALARY SCHEDULE: Teacher
DEPARTMENT: Special Education	WORK DAYS: 188
REPORTS TO: Supervisor, Special Education	PAY GRADE: CIT (4, 5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Trains teachers and paraprofessionals to appropriately instruct disabled students in the community; instructs disabled students in community settings.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: 1 year classroom experience with special education students
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift a student up to weight of 40 pounds without assistance; ability to perform a two-person lift for students over 40 pounds in weight
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning; organization

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists in development, implementation, monitoring, and review of the Individual Education Program (IEP) for the students involved in the program.
3.	Works with parents and other teachers in the community training aspects of their child's program.
4.	Maintains and submits all required records as required.
5.	Provides educational services according to the guidelines of the program and through the established delivery model for service.
6.	Assures all due process procedural safeguards are afforded students and their parents.
7.	Uses methodology for instruction according to the population needs.
8.	Uses carefully designed behavior management strategies as indicated.
9.	Administers, on an on-going basis, evaluations of student progress toward mastery of established goals and objectives through daily data collection in community work sites.
10.	Serves as a resource to the IEP coordinators for the students involved in the program.
11.	Meets the unique needs of specific population, such as lifting orthopedically impaired.
12.	Maintains prompt and professional communication with parents.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____