



EMPLOYEE NAME: _____

Revised: 1/86; 3/86; 7/86; 4/88; 4/89; 12/91; 6/92; 8/92; 5/95; 10/96; 2/97; 3/01; 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Teacher, Special Education (IRR)	JOB CODE: 171
DIVISION: Leadership	SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership	WORK DAYS: 188
REPORTS TO: Principal	PAY GRADE: CIT (4, 5, 6, 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To work with parents/guardians to develop and provide an appropriate special education program to eligible exceptional learners.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Communication; instructional strategies that connect the curriculum to learners; student management

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.	Completes designated follow-up procedures for students referred for special education service.
3.	Develops, implements, monitors, and reviews the Individual Education Program (I.E.P.) of each disabled student on the caseload, at least annually.
4.	Works with parents in all aspects of their child’s educational program.
5.	Compiles, maintains and submits all required records; administers, on an ongoing basis, evaluations of student progress toward mastery of established goals and objectives.
6.	Provides educational services according to the guidelines of the program and through the established delivery model for service.
7.	Assures all due process procedural safeguards are afforded students and their parents.
8.	Uses special methodology for instruction, according to the population needs
9.	Uses carefully designed behavior management strategies, as indicated.
10.	Performs special duties required for meeting the unique needs of specific populations, i.e., lifting and positioning special needs preschool, special needs kindergarten, moderately intellectually disabled, orthopedically impaired, severely and profoundly disabled – using lumbar belts as required.
11.	Serves as a resource to the regular education teachers who teach mainstreamed exceptional students
12.	Meets expectations according to the regular elementary school teacher job description.
13.	Maintains prompt and professional communication with parents.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____