

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Teacher, SETS (Supported Employment Skills Training) Program	<b>JOB CODE:</b> 171A
<b>DIVISION:</b> Academic - Support and Specialized Services	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Special Education	<b>WORK DAYS:</b> 188
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> CIT (4, 5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Works with students with disabilities and their families to develop and provide appropriate special education programming and services to assist in the students' transition to desired post-secondary outcomes.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Teacher's Certificate
3.	Experience: Minimum 1 year successful teaching experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift a student up to a weight of 40 pounds; ability to perform a two-person lift for students over 40 pounds
5.	Knowledge, Skills, & Abilities: Written and oral communication; instructional strategies that connect the curriculum to the learners; student management; word processing; data collection; spreadsheet creation and maintenance

*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.	Cultivates and maintains positive relationships with community contacts, work site staff and management, and consistently represents the District in a professional manner.
3.	Completes designated follow-up procedures for students referred for special education service.
4.	Creates, implements, and executes Transition Planning for students served through the Transition Services Model.
5.	Develops, implements, monitors, and reviews the Individual Education Program (IEP) of each student on the caseload, at least annually, with special emphasis on the Transition Plan and the transition to Adult Services.
6.	Works with parents and adult service providers in all aspects of the student's educational program, including community access and transition components as appropriate.
7.	Compiles, maintains, and submits all required records.
8.	Provides educational services according to the guidelines of the SETS Program and through the established delivery model for services.
9.	Assures all due process procedural safeguards are afforded students and their parents.
10.	Uses specialized methodology for instruction, according to the population need.
11.	Uses appropriately designed behavior management strategies as indicated.
12.	Administers evaluations and collects data on student progress toward mastery of established educational and transition-related goals and objectives.
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 \_\_\_\_\_