

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; 10/19; 9/24

JOB DESCRIPTION

POSITION TITLE: Teacher, Special Education (IRR) ALL LEVELS, ES, MS, HS	JOB CODE: 171 (ES, MS, & HS IRR SPED POSITIONS)
DIVISION: Leadership	SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership	WORKDAYS: 187
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.	
REVISION DATE(S): 9/24	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree required; If you are seeking alternative certification, you must have passed or exempted the GACE Basic Skills Test and the GACE Special Education General Curriculum Content Test or Adaptive Content test
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: Written and oral communication; knowledge of areas of disability and special education practices and procedures; specialized instructional strategies that connect the curriculum to the learner; student behavior 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 student on the caseload, at least annually.
4.	Works with parents/guardians in all aspects of their child's educational program.
5.	Complies, maintains, and submits accurate paperwork within designated timelines.
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.	Demonstrates knowledge of research-based practices by delivering specialized instruction to students according to their IEPs.

9.	Develops and implements carefully designated data driven behavior management strategies including Functional Behavior assessments (FBAs) and Behavior Intervention Plans (BIPs) based on student needs.
10.	Serves as a resource to the general education teachers who teach students with disabilities.
11.	Meets expectations according to the general education teacher job description.
12.	Demonstrates knowledge of the eligibility process and assists with initiation of the process to completion of the eligibility/IEP.
13.	Maintains lesson plans according to policies and/or directives.
14.	Utilizes formative and summative assessments and collects data on student achievement and progress toward mastery of IEP goals and objectives and reports progress to parents/guardians on a regular basis.
15.	Facilitates effective use of instructive and assistive technology.
16.	Adheres to district special education policies and procedures and federal regulations/state rules.
17.	Maintains prompt and professional communication with parents.
18.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____