

# Smith County Board of Education

## Job Description

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### *Curriculum and Instruction*

## **TEACHER – Special Education**

### **JOB SUMMARY**

To give specialized academic and physical training to students with disabilities.

### **QUALIFICATIONS**

- Teacher shall be licensed in accordance with state law and the regulations of the Tennessee State Department of Education. Such license shall be on file in the office of the Superintendent prior to beginning employment
- It is the responsibility of the employee to secure a certificate and to maintain its validity. When a teacher's contract must be terminated because the teachers' certificate has lapsed or other wise become invalid, the Superintendent shall immediately suspend the teacher without pay pending disposition of the matter. The teacher shall be notified of the reason for the suspension and given an opportunity for a hearing before the Board
- All teachers shall demonstrate competency based on the current job assignment and performance standards as outlined in the appropriate state model for local evaluation
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

**OTHER QUALIFICATIONS:** The teacher must work cooperatively with children and adults; be able to successfully manage student behavior, follow directions; protect the confidentiality rights of parents and children; support child safety and good self-esteem; model appropriate grammar usage; communicate effectively; possess, use, and continue to develop teaching skills which result in expected student achievement. The teacher must be punctual and consistent in attendance. Teachers must be willing to work a year-round school calendar and/or a flexible schedule if called upon to do so.

**PHYSICAL DEMANDS:** Must be able to see, hear, and move quickly enough to provide for the safety and instructional needs of children. Must be able to articulate clearly. Must be physically active and interactive throughout the school day (i.e., be able to stand for extended periods of time, stoop, bend, do light lifting, push, pull, step, and have good finger dexterity). Must have emotional coping skills appropriate for the management of student behavior. Must tolerate environmental smells and substances commonly associated with children and educational institutions.

**PRIMARY DUTIES:** To perform teaching which results in appropriate student achievement and good self-esteem. To contribute to the successful operation of the total school and system program. To appropriately represent the system and the profession to parents and the community.

## **ESSENTIAL FUNCTION/JOB DUTIES**

- Report to Principal/Supervisor
- Assumes responsibility for the day-to-day operation of the classroom
- Plans curriculum and prepares lessons and other materials, considering factors such as individual needs, abilities, learning levels, and physical limitations of the students
- Devises special teaching tools, techniques, and equipment
- Evaluates student progress
- Establishes student behavior
- Orders and manages materials and supplies
- Knows and follows all safety rules and procedures
- Maintains necessary records and completes the necessary paperwork
- Prepares for assigned classes and shows evidence of preparation upon request of immediate supervisor
- Attends IEP meeting when necessary
- Maintains order in classroom and schoolyard
- To follow state and local course of study, to follow rules and regulations of the state and policies of the local Board, and to follow school rules and policies established by the principal
- Administers diagnostic tests and evaluates students' progress on a regular basis
- To maintain cordial relationships with the home, parent(s) and community
- To keep parent(s) duly informed of the child's progress and hold conferences with parent(s) when necessary
- To report to the principal of the school when one knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect
- Establish and maintain satisfactory, respectful working relationships within the school environment
- Adapts to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
- Adapts to accepting responsibility for the direction, control, or planning of an activity
- Adapts to dealing with people beyond giving and receiving instruction
- Adapts to making generalizations, evaluations, or decisions based on sensory or judgmental criteria
- Perform other duties as assigned

## **GENERAL REQUIREMENTS:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.