

POSITION DESCRIPTION

SPED TEACHER

Revision Date: 04/30/10

Reports to:	Principal & Exceptional Student Services (ESS) Director
Supervises:	

General Description of Duties (Knowledge, Skills and Abilities):

To plan, organize and present instruction and instructional environments, which help students learn subject matter and skills that will contribute to their educational and social development.
 May coordinate and direct the activities of teacher assistants.

Qualifications/Experience

A valid North Carolina teaching certificate in the appropriate area of hire, or such alternative to the above qualifications as the Board may find acceptable; Special Education preferred.
 Master's Degree preferred but Bachelor's Degree acceptable in education.

Major Functions

- 1. Function: Planning**
 - Teaches assigned subject area using the course of study adopted by the Board of Education and other appropriate learning activities.
 - Develops objectives that are clearly stated.
 - Plans daily lessons based on clearly identified objectives.
 - Develops long-range instructional plans based on clearly identified objectives.
 - Teaches and tracks all state competency objectives.
 - Creates a classroom environment that is conducive to effective learning and appropriate to the maturity and interest of the students.
- 2. Function: Management of Instructional Time**
 - Has materials, supplies, and equipment for each lesson ready at the start of the lesson or instructional activity.
 - Gets the class started quickly.
 - Gets students on task quickly at the beginning of each lesson or instructional activity.
 - Maintains a high level of student time-on-task.
- 3. Function: Management of Student Behavior**
 - Assists the administration in implementing all policies and/or rules governing student life and conduct. For the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
 - Has established, or maintains, a set of rules and procedures that govern the handling of routine administrative matters.
 - Has established, or maintains, a set of rules and procedures that govern student verbal participation and talk during different types of activities - whole class instruction, small group instruction, and so forth.
 - Has established, or maintains, a set of rules and procedures that govern student movement in the classroom during different types of instructional and non-instructional activities.
 - Frequently surveys the class visually during whole-class, small-group, and seat work activities and during transitions between instructional activities.
 - Stops inappropriate behavior promptly and consistently.
 - Supervises pupils in out-of-classroom activities during the assigned workday.
- 4. Function: Instructional Presentation**
 - Assigns tasks and asks questions that students handle with a high rate of success.
 - Begins lesson or instructional activity with a review of previous material.
 - Introduces the lesson or instructional activity.

- Summarizes the main point(s) of the lesson at the end of the lesson or instructional activity.
- Presents the lesson or instructional activity using concepts and language understandable to the students.
- Makes sure that the assignment is clear.
- Provides relevant examples and demonstrations to illustrate concepts and skills.
- Speaks fluently and precisely.
- Makes transitions between lessons and between instructional activities within lessons efficiently and smoothly.
- Conducts lesson or instructional activity at a brisk pace, slowing presentations when necessary for student understanding but avoiding unnecessary slowdowns.
- Points out the relationship between currently studied concepts and underlying concepts previously studied.

5. Function: Curricula

- Demonstrates knowledge of the content for the subject or course being taught.
- Teaches content that is accurate.
- Demonstrates knowledge of various models and programs within the curriculum area.
- Demonstrates knowledge of the scope and sequence of the curriculum.
- Teaches content appropriate to grade and/or developmental level of students.
- Teaches content that is relevant to student needs.
- Teaches all curricula mandated by federal and state requirements and school board policies.

6. Function: Instructional Monitoring

- Regularly assesses student performance by asking all students for written or oral answers, or other work products.
- Moves around the room and checks the performance of students during independent work, not just those who seek assistance or who volunteer to show work.
- Maintains reasonable, clearly communicated deadlines and previously established standards for student work.

7. Function: Instructional Feedback

- Provides student with feedback on the correctness or incorrectness of in-class performance or written work.
- Affirms a correct oral answer quickly, even tacitly.
- Provides sustaining feedback after an incorrect answer or no response by probing, repeating the question, giving a clue, or simply allowing more time.

8. Function: Student/Teacher Rapport

- Teacher is readily approached by students regarding problems/questions.
- Teacher demonstrates patience with students and student requests.
- Teacher distributes his/her attention to all students in the class rather than just a few students.
- Teacher listens to students' comments and questions.
- Makes provision for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.

9. Function: Evaluation

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

10. Function: Physical Requirement

- The job will require sitting, standing, walking, lifting, speaking, and visual and hearing acuity inside a climate controlled environment.
- May be subject to outside climate including but not limited to hot and cold weather.
- May be required to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.
- Shall be required to reach with hands and arms, and use hands and fingers to handle objects and

operate tools, computers and/or controls.

- May be required to restrain a physically active individual as a temporary safety measure.

11. Function: Other (Non-regular)

- May be asked to perform other duties as assigned.
- Must be able to work independently.
- Must possess the ability to multi-task.

Appearance/ Disclaimers:

All staff are expected to dress in a professional manner, in accordance with the personnel policy, at all times when on duty. This Position Description is not a binding contract. Management, with approval of the School Board, has the right to alter this position description without notice.