

**Poquoson City Schools**  
**JOB DESCRIPTION**

**TITLE:** Teacher - Special Education

This position is  X  exempt or   non-exempt

**PRIMARY FUNCTION:**

Special Education - ED/LD/MR teacher responsible for the planning and delivery of instruction designed for special education student learning in the classroom and the school.

**MINIMUM QUALIFICATIONS:**

- Holds a professional license with a Special Education - General Curriculum K-12 teaching endorsement or equivalent
- Demonstrates professional and personal characteristics necessary for working effectively with students, parents, school personnel, and members of the community
- Ability to move about in room to monitor students and check work in classrooms with varied seating and desk organization patterns
- Ability to travel to more than one work location in the course of the day if assigned to an itinerant position
- Ability to prepare required written reports including IEPs, FBAs, and BIP
- Ability to monitor and ensure appropriate student behavior, including outdoor activity areas, gymnasiums, etc.
- Possesses high moral standards and integrity
- Competent in the use of instructional technology hardware and software

**PERFORMANCE RESPONSIBILITIES:**

- Plans and prepares for classroom instruction differentiated based on student needs
- Uses student instructional data to provide appropriate instruction, interventions and remediation, as needed
- Provides a positive classroom environment that promotes student learning
- Uses a variety of instructional strategies to meet varied student needs
- Complies with state laws, School Board policies, and administrative regulations
- Establishes and maintains standards of student behavior needed for an orderly, productive classroom and school
- Develops, implements and monitors IEPs for students
- Communicates with parents regarding student progress and IEP status
- Meets all requirements of the federal, state and school division's requirements for providing FAPE for students with disabilities
- Encourages the productive citizenship and respectful conduct of students
- Monitors and assesses student progress
- Identifies resources and personnel to meet the needs of individual students
- Maintains accurate, complete records as required by law, district policy, and administrative regulation
- Informs parents regarding student progress, the instructional program, and other school issues
- Demonstrates positive school-community relations
- Works cooperatively with colleagues, support staff, and administration
- Engages in professional growth activities and demonstrates professionalism
- Identifies needed resources and materials for classroom instruction
- Contributes positively to the total school program
- Performs other duties as assigned by school administrator

**TERMS OF EMPLOYMENT:** Teacher Contract; Salary according to School Board Teacher Salary Scale

**REPORTS TO:** School Principal

**EVALUATION:** Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of licensed personnel.

**APPROVED BY THE DEPUTY SUPERINTENDENT OF INSTRUCTION & SUPPORT SERVICES**