

Job Description

Job Title: Special Ed Teacher

Position Code: 7E02, 7E03, 7E04, GE02, GE03, GE04,
XE02, XE03, XE04, PE02, PE03, PE04

Job Classification: Exempt

Supervisor: Principal

Pay Grade: 35A, 37A, 38A, 39A

Contract Length: 192 Days

Job Summary

Position is responsible for creating a classroom environment favorable to learning and personal growth of every student; establishing effective rapport with students; motivating students to develop skills, attitudes and knowledge needed to provide a good foundation for becoming a responsible citizen in accordance with each pupil's ability; and to establish good relationships with parents and with other staff members.

Essential Duties

1. Instructs students in a program of study which meets stated objectives and provides transfer of knowledge.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of Newport News Public Schools.
3. Develops lesson plans and instructional materials, provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
4. Translates lesson plans into learning experiences to best utilize the available time for instruction.
5. Guides the learning process toward achievement of all IEP's and in harmony with the goals, establish clear objectives for the students.
6. Serves as liaison between classroom and specialty groups.
7. Evaluates academic and social growth of students, prepares report cards, and keeps appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
8. Assesses the accomplishments of students on a regular basis, seeking the assistance of specialists as required to provide accurate and objective statements relevant to student progress in a timely manner.
9. Communicates regularly with parents or guardians through conferences and other means to discuss student progress.
10. Supervises and monitors student movement and escorts students to resources, bathrooms, buses, cafeteria, room changes and other activities in the building.
11. Serves as a member of a multidisciplinary team as appropriate.
12. Administers standardized testing in accordance with division testing practices.
13. Models non-discriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Participates in various student and parent activities that occur in school including PTA, student clubs and after-school activities.
3. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other related duties as assigned by the Principal or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s or Master’s degree in education or a related field. Must be eligible or possess Virginia Collegiate Professional License or Postgraduate Professional License with appropriate endorsement in Special Education. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: May include instructional assistants, volunteers, and tutors.

Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Special Education Teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date