

Job Title: EXCEPTIONAL CHILDREN TEACHER

Job Summary:

To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages Exceptional Children students to develop and fulfill their academic potential. Teaching students along the special education full continuum of services. Teaching structure could be a combination of co-taught, small group, and one-on-one and could be "push in" or "pull out," depending on student needs.

Work is performed under the supervision of the principal.

Essential functions of the job may include but are not limited to the following:

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instruct and monitor students in-person and remotely in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, district and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.
- Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of the students. Develops Individual Education Programs (IEPs) for assigned caseload. Plans and implements instruction as outlined in students' IEPs.

- Creates a classroom environment that is conducive to learning and appropriate to the maturity of the students
- Employs a variety of instructional techniques and instructional media, consistent with physical limitations of the location provided and the needs and capabilities of the students involved
- Serves as a case manager for assigned caseload
- Collaborates with general education teachers and other members of assigned caseloads' IEP team.
- Schedules meetings as needed/ required, and provides all members of the IEP team with advanced notice of meetings.
- Seeks assistance from the EC Facilitator as needed.
- Provides written, data-driven progress reports which describe how students are progressing on IEP goals.
- Advocates for students and is honest and fair while encouraging their success
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Maintains accurate, complete and correct records as required by law and administrative regulation.
- Meets given deadlines for annual reviews and reevaluations.
- Maintains documentation of provision of service delivery and is able to provide this documentation as requested.
- Assists the Administration in implementing all policies and rules governing the Exceptional Children's Program.
- Works with the Administration to ensure that all data is properly maintained for each student in PowerSchool & ECATS
- Assists the Administration in all aspects of test security and related paperwork (where applicable) and assists the EC Facilitator & the Test Coordinator with the creation of small group testing environments
- Participates with the MTSS Team, when needed
- Assists the Administration with the data analysis of assessments/tests, and grade distribution

Other functions of the job include but are not limited to the following:

- Planning and management for students that require more intense support.
- Assist students with disabilities with daily living skills as listed on their Individual Education Plan.
- Keep up-to-date on curriculum developments and trends in the field of exceptional children.
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.

- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Other duties as assigned.

Knowledge Skills and Ability Required:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- B.A/B.S. degree in teaching from an accredited institution or related field teaching
- North Carolina State certification in teaching Exceptional Children
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively orally and in writing.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology.
- Meet professional teacher education requirements of school and state.

Physical Requirements

Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.