

POSITION DESCRIPTION

Position Title: Lead Teacher for Special Education 200 DAYS
Reports to: Director/Assistant Director

Position: Teacher
Position Type: At Will

Purpose or Reason for the Position:

Ensures oversight of compliance implementation for the department through a variety of activities and procedures which supports accurate record keeping through the central file system as well as provision of appropriate instructional programs.

POSITION RESPONSIBILITIES

Primary Functions: (List only the essential job functions)

- Provides Special Education to Students with IEP's
- Provides assistance to RTI students
- Continues to seek professional development in both Montessori and non-Montessori pedagogy
- Provides guidance regarding compliance
- Provides guidance to teachers for IEP development
- Supports Classified Staff (SASI Clerks) and/or maintains descriptive data pertaining to federal, state and local reports compiled by the district or for school level program development and planning
- Provides guidance to teachers
- Acts as a central contract for the special education department for administration, teachers, parents and the community to include scheduling, arranging and tracking meetings
- Identifies, develops and presents professional development needed within the department or school in collaboration with the Principal
- Represents students' needs with the administration through assisting with scheduling, teacher selection, teacher assistant selection and assignment, monitoring provision of textbooks and materials, and coordinator of evaluations and transfers

Secondary Functions: (List only the non-essential job functions)

- Provides oversight of federal, state and local testing programs and accommodations needed for the special needs population
- Monitors suspension and truancy for students with disabilities
- Assists new teachers or substitute teachers with instructional and compliance guidance and support

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this description is intended to be an accurate reflection of the current position, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, change in personnel, work load, rush jobs, or technological developments). Attach additional page(s) as needed.

Scope of the Position: Administrative Certified X Classified (Please check appropriate type of position)

Number of Direct Reports

___ # of Classified
___ # of Certified
___ # of Administrative

Number of Indirect Reports

___ # of Classified
___ # of Certified
___ # of Administrative

Qualifications:

	Required	Preferred
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Education:	Bachelor's Degree in Education	Master's Degree in Special Education or related field
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Experience & Training:	3 years teaching experience in special education	
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Specific Skills:	Proven competence in the use of technology resources and systems in the classroom. Experienced in providing professional development opportunities for teachers.	
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Licensing/Certification:	South Carolina State Board of education in one are of special education	
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Other:

Working Conditions: (describe the work location, identify typical hours, extent of travel)
Location: school
Travel: minimal
Hours: 8

Physical/Mental Requirements: (describe the tools or equipment utilized to perform the job functions, number of pounds lifted, requirements for handling degrees of stress, adaptability to fluctuating deadlines, number of locations visited each day, ability to do routine work)
N/A