

**Job Title:** Special Education Teacher

**Exemption Status:** Exempt/Professional

**Reports to:** Principal

**Date Approved:** November 7, 2022

**Dept./School:** Assigned Campus

---

**Minimum Training and Qualifications:**

Requires a Bachelor's degree and endorsement in the grade/subject taught with a valid Tennessee certificate.

Must be qualified per the Rules and Regulations of the Tennessee Code Annotated.

Must be physically and mentally able to perform the responsibilities and duties of the position.

**Performance Responsibilities:**

1. Administers and develops subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans.
2. Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
3. Assesses student progress towards objectives, development of instructionally appropriate IEP's, and/or goals for the purpose of providing feedback to students, parents and administration.
4. Willingness to provide Homebound Services if necessary.
5. Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
6. Counsels students for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues.
7. Demonstrates and differentiates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student requirements.
8. Instruct students for the purpose of improving their success in academics through a defined course of study.
9. Manages student behavior for the purpose of providing a safe and optimal learning environment.
10. Monitors students in a variety of educational environments (e.g. classroom, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.

11. Participates in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions.
12. Prepares a variety of written materials (e.g. grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
13. Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies.
14. Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
15. Directs teacher assistants, student teachers, instructional assistants, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
16. Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
17. Supports other classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.
18. Serves as a Case Manager.
19. Performs other related duties as assigned or directed.

**Clearances and Testing:** *(at expense of applicant)*

Criminal Justice Fingerprint/Background Clearance  
Pre-employment physical exam & TB Test

The **Special Education Teacher** maintains a thirty-seven and a half (37.5)-hour work week and any additional hours as required to meet the duties and responsibilities of this position. This is a ten (10) month exempt position and wage will be determined based on qualifications and experience.

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

*Lakeland School System offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information and adheres to the provisions of the Family Rights and Privacy Act (FERPA).*