

**MARSHALL COUNTY SCHOOL SYSTEM
JOB DESCRIPTION**

Section 2 – Instruction

Job Title:	Teacher – Special Populations	Review Date:	7/1/2019
Reports To:	Principal	Reviewed By:	Special Populations & Federal Programs Supervisor
Supervises:		Work Calendar:	10 mos/200 Days
Minimum Qualifications:	TN Professional Educator’s License.		
Purpose of Job:	To provide direct and indirect instructional support for students with disabilities in a variety of educational settings.		
Essential Job Functions			
<p>The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.</p> <ul style="list-style-type: none"> • Adapts classroom instruction and assists in providing accommodations and/or modifications, after collaborating with general education teachers, in order to provide students with instructional materials that address individualized learning plans with established lesson plans. • Administers developmental testing programs, subject specific assignments, etc. for the purpose of assessing student competency levels and/or developing individual learning plans. • Advises parents/guardians of student progress in order to communicate expectations; student's achievements; develop methods for improvement and/or reinforce classroom goals in the home environment. • Assesses student progress towards objectives, expectations, and/or goals (e.g. behavioral, motor development and communication skills, academic needs, vocational abilities, etc.) in order to provide feedback to students, parents and administration. • Collaborates with instructional staff, other school personnel, parents/guardians, and a variety of community resources in order to improve the overall quality of student outcomes and achieve established classroom objectives in support of the school improvement plan. • Counsels and refers to related services, if needed, students in order to improve performance, health status, problem-solving techniques and a variety of personal issues. • Manages student behavior in order to provide a safe and optimal learning environment. • Participates in a variety of meetings, including IEP, referral, and/or data meetings in order to convey and/or gather information required to perform functions. • Prepares a variety of written materials (e.g. adaptive materials, grades, attendance, anecdotal records, IEPs, behavior logs, data, etc.) to document student progress and adhere to district policy and mandated requirements. • Maintains special education files, paper and/or electronic, as directed by district, state, and federal guidelines. • Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution. • Responds to inquiries from a variety of sources (e.g. teachers, parents, administrators, students, central office staff, etc.) in order to provide information and/or direction. • Abides by the Tennessee Teacher Code of Ethics. 			
Demonstrated Knowledge, Skills & Abilities:	<ul style="list-style-type: none"> • Demonstrated understanding of Special Populations students and IEP procedures, including knowledge of district policy, state, and federal laws and guidelines. • High degree of confidentiality regarding students. • Ability to interact and communicate well with stakeholders, while projecting a positive image of the district at all times. 		
Work Conditions:	The usual and customary methods of performing the job’s functions require the following physical demands: stationary and standing position for extended periods; move about building; operate a computer and other office machinery; regularly communicate and		

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	exchange information; assess and interpret written material; move, reposition, and lift students with assistance; lift up to 10 lbs.		
Required Testing/Certificates/Licenses:	TN Professional Educator’s License	Clearances:	Criminal Justice Fingerprint/Back-ground Check
Classification:	Certified	FLSA Status:	Non-Exempt
Disclaimer:	Nothing in this job description restricts the Director of Schools’ right to assign or reassign duties and responsibilities to this job at any time.		