



## Columbia County School District Job Description

<b>Position Title:</b> Special Education Teacher – Hospital Homebound/PreK		
<b>Department:</b> School	<b>Evaluation Instrument:</b> Performance will be evaluated annually by principal in accordance with Policy GBI – Evaluation of Personnel	
<b>Pay Grade:</b> Teacher Salary Schedule based on degree level and years of acceptable experience	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 190 days, 8 hours per day		
<b>Reports to:</b> Special Education Director and any other assigned administrator		

### MINIMUM QUALIFICATIONS

Minimum of Bachelor Degree in Special Education with certification in adaptive curriculum; early childhood special education experience preferred. Valid Georgia Professional teaching certification in the assigned teaching field.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

**Essential Knowledge/Skills:** Extensive knowledge of human growth and development patterns and implications for instruction; ability and training necessary to effectively utilize technology in the planning, implementation and evaluation of instruction; knowledge of sound educational research and instructional practices in area of expertise; continuous staff development and participation in workshops, classes or other activities designed to improve skill and performance and to stay abreast of current trends in education including adaptive curriculum and early childhood instructional strategies. Ability to instruct students with a high level of expectation for behavioral and academic standards; ability to motivate students to be productive learners and challenge all students to meet world-class standards of educational excellence; has knowledge of various assistive technology devices, including but not limited to, Assistive Technology to aid with: reading, writing, communication and/or computer access skills, as dictated by student needs; Is able to modify/adapt general curriculum and provide individualized educational services in varied environments; has knowledge of students with various special needs, disabilities, and disorders, and is able to prescribe remediation and evaluate student progress; has the ability to function as a member of an educational team, collaborate with general education staff, related service providers, support personnel, community agencies, and parents.; possesses behavior management and positive discipline skills Is able to be flexible and receptive to change

**Essential Functions:** Prepare student educational plans in consultation with parents and IEP team members; provide individualization of instruction is sensitive to the needs of families with students with significant disabilities which prohibit them from attending school maintain appropriate student data and other records and submit reports as required; adhering to federal, state & local compliance Issues;

- I. Teacher Duties and Responsibilities
  - a. Follows professional practices consistent with school and system policies in working with students, students’ records, parents and colleagues
    - i. Interacts in a professional manner with students and parents
    - ii. Is available to students and parents for conferences according to system policies
    - iii. Maintains a supportive, open and positive relationship with families of students who are served in the home environment
    - iv. Maintains confidentiality of students and students’ records
    - v. Works cooperatively with school administrators, special support personnel, colleagues, and

- parents
- b. Complies with school, system, and state administrative regulations and board of education policies
  - i. Provides home-based instruction at the times scheduled with the family
  - ii. Promotes a positive environment and engages students effectively during instruction
  - iii. Is punctual
  - iv. Provides adequate information, plans, and materials for substitute teacher
  - v. Maintains accurate, complete, and appropriate records and files reports promptly
  - vi. Attends and participates in departmental meetings and other assigned meetings and activities according to departmental policy
  - vii. Complies with conditions as stated in contract
- c. Demonstrates professional practices in teaching
  - i. Models correct use of language, oral and written
  - ii. Demonstrates accurate and up-to-date knowledge of content
  - iii. Implements designated curriculum
  - iv. Maintains lesson plans as required by departmental policy
  - v. Assigns reasonable tasks and activities to students
- d. Acts in a professional manner and assumes responsibility for the total school program, its safety and good order
  - i. Takes precautions to protect records, equipment, materials, and facilities
  - ii. Assumes responsibility for supervising students in the home during instruction with parent present

II. Duties and Responsibilities, prescribed by Local School and District

- a. Follows the Code of Ethics and Standards of Conduct for Educators as promulgated by the Georgia Professional Practices Commission to maintain a high level of ethical conduct in relationships dealing with students, with colleagues and with the public
- b. Complies with all school/district rules, regulations and expectations prescribed by the school principal or other authority at the local school level in addition to all district policies, procedures and guidelines
- c. Displays the proper attitude and cooperation necessary to function as an effective professional team member of the school staff; demonstrates respect for and acceptance of diverse opinions and views which may differ from one's own personal viewpoint.
- d. Carries out other duties as may be assigned by the principal or Special Services director

III. Professional Development Plan – each professional employee is expected to develop a plan to assure continued professional growth and enhancement of job-related skills.

IV. Performs other activities as may be required in specialized fields of instruction that are specific to a particular job assignment.

**PHYSICAL REQUIREMENTS**

Employees in this position must have the ability to stand, walk, run, bend over, reach overhead, grasp, push, pull, move, lift and/or carry up to 75 lbs. waist height.

**IMPORTANT NOTES**

**ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

**MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: April 2017