

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: K-12 Virtual Special Populations Teacher

Department: Instruction

Calendar: 200 Day

Grade: Teacher Salary Schedule

Job Description

Date Reviewed: July 2021
Principal

Reports To: Virtual School

Purpose of Job:

The purpose of the Special Populations Teacher position is to provide direct and indirect instructional support for students with disabilities in a variety of educational settings.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Collaborates with IEP team members to develop Individualized Education Plans (IEPs) designed to promote student development.

Utilizes a variety of assessments to determine present levels of performance, monitor student progress, and adjust interventions accordingly.

Develops an Instructionally Appropriate Individualized Education Plan for each student.

Analyzes and assists in collection of data to guide instruction and/or provide appropriate classroom interventions in a variety of settings.

Meets and/or communicates with parents to discuss student progress. This includes the creation and parent receipt of the IEP Goal Progress Monitoring reports.

Maintains effective communication and documentation with all relevant stakeholders.

Ensures that students with disabilities have access to the general education Tier I curriculum.

Creates a virtual classroom environment that is conducive to learning.

Supports general education colleagues in working with students who have disabilities.

Teaches appropriate behavior skills, as determined by individualized education plans (IEPs) and/or Behavior Intervention Plans (BIPs).

Plans a program of study that meets the individual needs, interests, and abilities of the students. Prepares for classes assigned and shows written evidence of preparation.

Establishes clear outcomes for all lessons, class work, and projects. The outcomes are communicated to students.

Virtually supports the program of study, using a variety of instructional techniques, instructional media and technology.

Serves as a model for the district's mission, vision and goals.

Assesses the progress of students on a regular basis and provides progress reports as required.

Recognizes potential learning disabilities of students and seeks the assistance of qualified personnel.

Takes all necessary and reasonable precautions to protect students, equipment, materials, facilities, and confidentiality of records.

Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.

Assists the administration in implementing all policies and rules governing student life and conduct.

Supports parents and/or students with basic computer set-up, troubleshooting, navigation, and logistics questions as it pertains to receiving special education services and instruction.

Develops reasonable rules of classroom behavior and procedure, and maintains order in the virtual classroom in a fair and just manner.

Alerts administrators of any concerns about student progress.

Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so.

Plans, supervises, and provides guidance for teacher aide(s) and volunteer(s) and when appropriate, evaluates their job performance in cooperation with department heads.

Attends and participates in staff meetings. Serves on staff committees.

Analyzes and uses appropriate data to guide instruction and develop assessments.

Maintains a standard of performance and conduct, as required by state, law, local board of education and community expectations.

Provides detailed plans for virtual substitute teachers including lessons, schedules and rules regarding classroom organization, procedures and individual student needs.

Supervises students at school related functions, to include on and off campus activities when applicable.

Responds to students and/or parents within 24-48 hours of inquiries via phone and/or email during the regular work week.

Maintains professional competence through in-service education activities.

Completes professional training for software, programming, and strategies that are best suited for virtual instruction.

Assists in budget preparation and in the selection of books, instructional supplies, materials and equipment, as appropriate.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions:

- A Bachelor's degree from an accredited college or university.
- A valid Tennessee Teacher's Certificate with the appropriate endorsement.
- Successful student teaching experience, if applicable.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

KNOWLEDGE OF JOB

- Displays considerable knowledge of the policies, procedures, and activities of the school system, as well as state and federal requirements pertaining to the performance of duties.
- Develops and implements long-term goals.
- Stays current on any changes in statutes, policies, procedures, and methods as they pertain to public education.
- Effectively communicates and interacts with supervisors, members of the general public, and other stakeholders involved in the operation of the school system.
- Collects and disseminates information in a concise, clear, and effective manner.
- Exhibits strong organizational, management, interpersonal, and technical skills.
- Uses sound independent judgment and discretion in daily activities.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date