

Special Populations Consulting Teacher

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

Job Title: Special Populations Consulting Teacher

Department: Instruction

Grade: Teacher Salary Schedule

Calendar: 260 days

Date Reviewed: March 2018

Reports To: Coordinators of Special Populations

Purpose of Job:

The purpose of the Consulting Teacher position is to provide direct support to teachers of special populations to facilitate improved educational outcomes for students with disabilities.

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.

Provides direct service to classroom teachers through consultative, coaching, and/or modeling approaches based on the identified needs of the teacher.

Observes (upon request) and supports teachers in their respective classrooms to improve their quality of instruction.

Provides strategies in classroom management as needed.

Consults with teachers in the development, selection, and/or adjustment of curricula, materials, instructional modalities, and interventions for use in the classroom.

Plans and provides professional development to ensure all teachers and relevant staff are equipped with strategies to improve student performance on grade level and skill deficit measures.

Provides follow-up support for teachers who have participated in professional development activities to assist with implementation in the classroom.

Assists classroom teachers in selecting instruments designed to measure a student's present level of educational performance and monitor his or her progress over time.

Analyzes student performance data at both the student and school levels to identify learner needs and make recommendations for accommodations, remediation, intervention, and/or enrichment.

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Develops and maintains a library consisting of curriculum, resources, assessments, and interventions.

Maintains professional competence through in-service education activities.

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

Additional Job Functions:

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions:

- Master's degree or enrolled in a Master's program.
- Minimum five years successful experience in classroom teaching.
- Professional teacher license with endorsement in special education.
- Tennessee driver's license.

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

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, or 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. This includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of consulting teachers. Requires the ability to write reports with proper format, punctuation, spelling and grammar,

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using all parts of speech. 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 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 utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

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 equipment and departmentally related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

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

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

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).

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

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

Date

Date