

## **Elementary Classroom Teachers-- Special Education**

REPORTS TO: School Principal

DEFINITION: Under the direction of the school principal, plans and provides for appropriate learning experiences for students eligible for special education services. Instructs and supervises students in a variety of school-related settings, including (but not limited to) co-teaching, pull-out services, and support in all classes. Monitors and evaluates student outcomes with supervision from principal. Performs other duties as assigned.

### EXAMPLES OF ESSENTIAL DUTIES:

Meets and instructs assigned students at designated locations and times. Maintains a safe and orderly learning environment.

Creates an instructional environment that is conducive to the intellectual, physical, social, and emotional development of students.

Designs, evaluates and implements lesson plans based on students' IEPs and in accordance with adopted curricula.

Develops and delegates daily duties to special education paraprofessionals in cooperation with administrative staff.

Assists in developing IEPs.

Participates actively in IEP meetings.

Communicates standards, achievements, and deficiencies to students and parents in a timely manner on a documented regular basis.

Communicates and/or meets with parents on a documented regular basis.

Maintains complete and accurate progress towards goals, session attendance, and disciplinary records for assigned caseload.

Designs, implements, and monitors behavioral supports for students on assigned caseload.

Monitors students' academic progress in order to support and collaborate with general educators.

Oversees the appropriate use and care of textbooks, instructional materials, facilities, and equipment.

Collaborates with school administrators, other teachers, paraeducators, parents, and community members in the education of students.

Participates in state and district-wide assessment programs as needed.

Attends staff meetings.

Serves on various committees.

### MINIMUM QUALIFICATIONS:

#### Education, Training, and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Special

Education or appropriate content area.

Licenses and Certificates:

Possession of, or eligibility for, a Maryland Certificate commensurate to the position is required.

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of pedagogy and curriculum.

Knowledge of the principles and practices of special education including best practices in instruction of students with disabilities eligible for special education services under IDEA.

Knowledge of development and implementation of Individualized Education Programs (IEPs).

Knowledge of instructional materials and equipment.

Knowledge of assistive technology.

Skill in delivering effective instruction to students with disabilities.

Skill in individual and classroom behavior management.

Skill in preparing and implementing lesson plans.

Skill in modifying curriculum for students with disabilities.

Skill in implementing programs that reflect supports identified within individual IEPs.

Skill in communicating with students, their parents, administrators, and stake-holders.

Technology competency.

Knowledge of and skill in the use of database, internet, spreadsheet, word processing, and related applications.

Knowledge of and skill in the use of technology, audio-visual aids and other equipment to supplement instruction.

Ability to maintain confidential information.

Ability to design and incorporate differentiated instruction for all students in order to meet the identified needs of special education students.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

The work of this class is generally performed in a school environment. Work may require the ability to move around the school and classroom.

**CONDITIONS OF EMPLOYMENT:**

Requires attendance at after-school and evening meetings and events.

**FLSA STATUS:** Exempt

Eligible for membership in the Maryland State Retirement Agency.

This document describes the duties and responsibilities of a position. It shall not be held to exclude duties not referenced nor limit the right of management to assign work to employees.

Citizenship, residency or work VISA in United States required

## Application Instructions

Please read and carefully follow the instructions provided below.

Applicants are required to have a completed application on file for employment with the Baltimore County Public Schools, and a separate completed application must be submitted for each position and location in which you are interested.

Professional references must be submitted to complete your application. Examples of professional references include current and former principals, supervisors, managers, mentor teachers and university/college supervisors.. Personal references from colleagues, friends, community members, etc will not be accepted.

Be sure to account for all periods of employment and unemployment, including student teaching and internship experience, and include names, addresses, and telephone numbers of employers.

Be sure to answer all criminal background questions. If you answer "yes" to any of the criminal background questions you must provide a written explanation. A criminal offense does not necessarily exclude an applicant from employment with BCPS. Factors such as passage of time since the offense, the nature of the violation, and the extent of rehabilitation will be taken into consideration.

Before you can be considered for employment, you MUST have the following items attached to your application:

A copy of your TEACHER CERTIFICATION. (if applicable)

A copy of your TRANSCRIPTS.

A copy of your PRAXIS or other state test scores.

A copy of your MARYLAND IN-SERVICE COURSE SLIPS. (if applicable)

## Pre-Employment Requirements:

All persons employed by the Baltimore County Public Schools, regular and temporary, are required to be fingerprinted and have a criminal background investigation (State of Maryland, Senate Bill 315, effective October 1, 1986) completed. The fee charged for fingerprinting is \$67.75 An identification card will be issued which must be shown prior to employment.

Anyone offered employment is required to provide proper identification and documentation of eligibility for employment in the US.

If you have military experience you will be asked to provide a copy of DD214.

Official transcripts for all higher education must be received prior to contract signing.

Some positions will require employees to undergo a physical examination and/or drug testing.

All newly hired personnel must attend a Badges and Benefits session.

Additional job verification will be required for salary credit.

## NON-DISCRIMINATION STATEMENT

The Board of Education of Baltimore County does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, genetic

information, disability, or veteran status in matters affecting employment or in providing access to educational programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the Board's nondiscrimination policies should be directed to: EEO Officer, Office of Equal Employment Opportunity, Baltimore County Public Schools, 6901 Charles Street, Building B, Towson, Maryland 21204 (443-809-8937). There is a compliance officer responsible for identifying, preventing, and remedying prohibited harassment concerning students. Complaints of harassment should be directed to the executive director, Department of School Safety and Security, 9610 Pulaski Park Drive, Suite 219, Baltimore, Maryland 21220 (443-809-4360).