

Tallassee City Schools
Job Vacancy Announcement
Special Education Teacher

Apply to: Tallassee City Board of Education 308 King Street Tallassee, Al 36078
334-283-6864 or online at Teach in Alabama website

Salary: In accordance with the State of Alabama Salary Schedule for Teachers

Closing Date: Until Filled

Qualifications: Must have at least a bachelor's degree in special education and have a current teaching certificate issued by the state of Alabama. Certificate must cover grades K-6 or P-12 (P-12 or collaborative degree preferred)

Contract Length 187 days

Reports to: Building Principal and Special Education Coordinator

Essential job functions:

- Establishes objectives and plans learning experiences.
- Implements activities using a variety of techniques that utilize instructional time to meet objectives.
- Establishes and maintains standards of student behavior to achieve a functional learning atmosphere.
- Exhibits positive human relations skills.
- Evaluates the educational program and/or student progress.
- Communicates with parents/guardians, colleagues, and community groups.
- Demonstrates proficiency in written and oral communication.
- Maintains and submits records and reports.
- Adheres to school system rules, administrative procedures, local board policies, and state and federal rules and regulations.
- Engages in personal professional growth and demonstrates professional ethics and leadership.
- Works collaboratively and cooperatively with local school administration, teachers, and paraprofessionals.
- Schedules eligibility/initial Individual Education Program (IEP) meetings as needed.
- Maintains special education records/SETS reports.
- Supervises Special Education Paraprofessionals as needed.
- Completes Data Verification forms as needed.
- Monitors and reports data for tracking systems.

- Works collaboratively with behavior specialist to collect data and implement behavior intervention plans.
- Performs such other duties as assigned by the Special Education LEA, Special Education or school system administrators.
- Must be in physically able to complete all course work and be certified in Managing Crisis Safely (MCS).

Other Duties:

- Create a safe, nurturing environment where children can play and learn.
- Partner and communicate with parents, with a shared desire to provide the best care and education for their children.
- Cultivate positive relationships with families, teachers, state licensing authorities, community contacts and corporate partners.
- A love for children and a strong desire to make a difference every day.
- Ability to build relationships with families and coworkers and create a dynamic environment where play and learning happens.
- Must be physically able to use a computer with basic proficiency, lift a minimum of 40 pounds, and work indoors or outdoors. Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.
- Ability to speak, read, and write English.
- Adhere to all policies and procedures as set forth by both the Alabama State Department of Education and Tallassee City Schools
- Communicate effectively with the public, staff members, students, parents, administrators, and other contact persons using tact and good judgment
- Follow attendance, punctuality, and proper dress rules
- Maintain confidentiality regarding school/workplace matters
- Model and maintain high ethical standards
- Demonstrate initiative in the performance of assigned responsibilities
- Maintain expertise in assigned area to fulfill project goals and objectives
- Participate successfully in the training programs offered to increase skill and proficiency related to assignment
- Respond to inquiries and concerns in a timely manner
- Exhibit interpersonal skills to work as an effective team member
- Demonstrate support for the school system and its goals and priorities
- Demonstrate initiative in identifying potential problems or opportunities for improvement
- Prepare all required reports and maintain all appropriate records
- Ability to understand both written and oral instructions and solve problems