

**Cabell County Schools**  
**Job Description**  
**Special Education Teacher**

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| <b>Position:</b>             | Special Education Teacher   |
| <b>Supervisor:</b>           | Principal/Assistant Principal   |
| <b>Salary:</b>               | As per Cabell County pay schedule   |
| <b>Length of Employment:</b> | 200 Days  |
| <b>Job Description:</b>      | The special education teacher is assigned to deliver a comprehensive individualized program in accordance with state law, West Virginia Board of Education and county policies/regulations, based on the student needs per the student IEP. |
| <b>Qualifications:</b>       | Holds or qualifies for a West Virginia Professional Teaching Certificate endorsed for the areas of exceptionalities listed on the job posting.  |

**Responsibilities:**

1. Maintain student confidentiality, adhering to FERPA guidelines.
2. Plan, prepare, and deliver instructional activities that facilitate active learning experiences.
3. Implement a program in accordance with federal, state, and county laws policies and regulations.
4. Establish and communicate clear objectives for all learning activities.
5. Prepare classroom for class activities and develop lesson plans.
6. Participate in the development of the Individualized Education Program (IEP) for each student as assigned (caseload).
7. Identify and utilize a variety of instructional resources and methods to support the learning needs of students at varying levels of progress.
8. Instruct and monitor students in the use of learning materials and equipment.
9. Provide for the care and protection of school property.
10. Utilize relevant technology to support instruction.
11. Observe and evaluate student performance and development and provide feedback on student work.
12. Assign and grade class work, homework, tests, and assignments as appropriate.

13. Provide consultative services to classroom teachers regarding the education of students with disabilities per student's IEP.
14. Monitor and encourage individual student progress.
15. Provide guidance to students which will promote educational development.
16. Maintain accurate and complete records of student progress and development.
17. Update records accurately and completely as required by laws and district policies.
18. Complete and submit all reports/ IEP's /DP documentation/Medicaid in a timely manner as required by law, the West Virginia Department of Education and/or the county Board of Education.
19. Manage student behavior and maintain discipline by establishing classroom rules, procedures and enforcing classroom, school, and district rules and procedures.
20. Participate in department, school, district meetings and professional development activities as appropriate.
21. Stay current with most recent developments in appropriate subject area as initiated by the school or district.
22. Attend all staff development required per job responsibilities (IEP training, Medicaid training, and any other trainings required per student IEP.)
23. Participate fully in the Medicaid billing process, as well as activities required to bill Medicaid.
24. Cooperate with and participate in the planning, implementation, and evaluation of the total school program.
25. Foster and maintain effective communication with parents and/or guardians.
26. Perform other duties and responsibilities as assigned by the principal/assistant principal and/or the Director of Special Education.