

## Job Description

**Job Title:** Lead Teacher SPED

**Position Code:** 7E30, GE30

**Job Classification:** Exempt

**Supervisor:** Principal

**Pay Grade:** 35L, 37L, 38L, 39L

**Contract Length:** 202 Days

### Job Summary

Position is responsible under the direction of the principal and the Department of Student Advancement for assisting with the development and mentoring of assigned teachers; providing staff development; identifying the instructional needs of teachers; serving as liaison between the department and administrators; and fulfilling various duties associated with students with disabilities.

### Essential Duties

1. Provides instructional leadership and mentoring to assigned teachers.
2. Plans, prepares and evaluates professional development initiatives for instructional and support staff.
3. Maintains inventory of departmental materials.
4. Observes and conferences with teachers as assigned by the principal or Student Advancement to ensure consistency and quality of instructional practices and helps formulate plans of action for improvement of performance as needed.
5. Provides the instructional leadership team with periodic updates on department curriculum issues.
6. Works with instructional staff to analyze data relative to student learning, align the curriculum to ensure proper pacing of curriculum and development of results oriented instructional plans.
7. Shares current research in the respective field with fellow teachers and stays abreast of current regulations and procedures related to special education; including the Individuals with Disabilities Education Act (IDEA), regulations and applicable local guidelines.
8. Works with guidance and instructional support team to ensure proper placement and open curriculum access for students.
9. Teaches content and skills utilizing curriculum designated by Newport News Public Schools and other appropriate learning activities.
10. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of Newport News Public Schools.
11. Develops lesson plans and supplementary materials compatible with the division's basic instructional philosophy and congruent with course / SOL standards.
12. Adapts the curriculum to provide individual, small group, or remedial instruction to meet the needs of the individual student and the needs of identified subgroups of students.
13. Evaluates academic and social growth of students, prepares progress reports and report cards, and keeps appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
14. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
15. Chairs eligibility and IEP meetings and coordinates meetings with specialists, department chairs, teachers, and administrators.
16. Analyzes and interprets achievement data; and works with administrative staff/central office to design and implement activities to raise student achievement.
17. Develop and present reports regarding students with disabilities.
18. Communicates with parents and school counselors on student progress.
19. Supervise students in assigned out-of-class activities during the working day.
20. Participates in faculty committees and the sponsorship of student activities.
21. Administers testing in accordance with division testing practices.
22. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**Other Duties**

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Participates in various student and parent activities that occur in school including PTA, student clubs and after-school activities.
3. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other related duties as assigned by the Principal or other appropriate administrator.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor’s or Master’s degree in education or a related field. Must have at least 3 years of successful teaching in field. Must be eligible for, or in possession of an appropriate Virginia teaching license. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public.

**Working Conditions and Physical Requirements**

Must have the ability to sit and stand for extended periods; exhibit manual dexterity to dial a telephone, to enter data into a computer, to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Lead Teacher SPED will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature Date