

BOONE COUNTY SCHOOLS

JOB DESCRIPTION: SPECIAL EDUCATION TEACHER (ELEMENTARY & SECONDARY)

A. POSITION SUMMARY

The Special Education Teacher provides specialized instruction to students with disabilities in compliance with federal, state, and district guidelines. The teacher develops and implements Individualized Education Programs (IEPs), sets measurable student goals, monitors progress, and ensures active collaboration with general education staff, parents, and related service providers to support student success in both academic and functional areas.

B. REPORTS TO

- Principal or designee
 - Director of Special Education or designee
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C. QUALIFICATIONS

1. Holds or is eligible for a valid West Virginia teaching certificate with appropriate endorsements in special education.
 2. Knowledge of IDEA regulations, IEP development, and data-driven instruction.
 3. Strong organizational, communication, and collaboration skills.
 4. Experience in behavior management, differentiated instruction, and evidence-based practices preferred.
 5. Ability to work effectively with students, parents, and multidisciplinary teams.
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D. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **IEP Development and Compliance**
 - Develop and write high-quality IEPs aligned with state and district requirements.
 - Ensure timely completion of all IEP meetings and documentation.
 - Collaborate with parents, general education teachers, specialists, and administrators in the IEP process.
2. **Instructional Planning and Delivery**

- Provide specially designed instruction based on each student's IEP goals and objectives.
 - Adapt curriculum and instructional strategies to meet diverse learning needs.
 - Utilize evidence-based instructional practices and materials to support student growth.
3. **Progress Monitoring and Reporting**
- Collect and analyze student performance data regularly.
 - Maintain accurate progress monitoring records and report progress to parents and team members according to IEP timelines.
 - Adjust instruction as needed based on data-driven decisions.
4. **Goal Setting**
- Set measurable, individualized academic and behavioral goals for students.
 - Involve students, when appropriate, in goal setting and self-monitoring processes.
5. **Collaboration and Communication**
- Participate in all required IEP and eligibility meetings.
 - Work closely with general education teachers to support inclusion and accommodations in the general education setting.
 - Communicate regularly with parents/guardians regarding student progress, concerns, and successes.
6. **Behavior and Classroom Management**
- Implement positive behavior interventions and supports (PBIS) as needed.
 - Create a safe, structured, and supportive classroom environment.
7. **Professional Responsibilities**
- Participate in professional development activities to maintain knowledge of current special education practices and laws.
 - Maintain compliance with all federal, state, and district policies regarding special education services.
 - Perform any additional duties as assigned by the principal or Director of Special Education.
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E. TERMS OF EMPLOYMENT

- **Contract:** 200 days or as determined by the Boone County Board of Education.
 - **Salary:** Based on the Boone County Schools salary schedule and commensurate with experience and certification.
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F. EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Boone County Board of Education's policy on the evaluation of professional personnel.