**Murfreesboro City Schools**

**Comprehensive Development Teacher**

**Special Education Department**

**Revised on 07/16/2018**

**Credentials:** Holds Tennessee teaching license with appropriate endorsements.

**Other Qualifications:** Must meet all health, physical and background check requirements. Must hold a valid Tennessee teacher’s license with endorsement in #460, #461, or #105. Must have successful training and/or experience working with students with disabilities. Must have thorough knowledge of and ability to apply all pertinent Federal and State regulations regarding the assessment, identification, placement, and provision of appropriate services to eligible students with disabilities. Strong interpersonal skills-ability to work cooperatively and effectively with a wide range of people is essential; (i.e., students, school administrators, teachers, support staff, parents and other professionals in the school and community.) Must have strong written and verbal presentation skills. Must hold valid Tennessee teaching license with appropriate endorsements for services to children pre-school through sixth grade in the specialty area endorsement appropriate to the position. Must have B.S. in Special Education. Must have legal authorization to work in the United States of America. Must have knowledge of and/or the ability to learn occupational hazards and safety precautions; Universal precautions must be taken due to possible contact with body fluids.

**Physical Demands:** Must have sufficient physical strength and ability to independently lift and transfer children weighing up to 50 pounds and to lift and transfer children weighing over 50 pounds with assistance.Work is usually performed indoors within Murfreesboro city limits. The employee will occasionally work outdoors, when the children are playing outside. The employee may be exposed to loud noise, foul odors, and smells generally associated with food.

**Essential Job Functions:**

1. Provide direct instructional and/or consultative services to eligible students with disabilities, as specified in each student’s IEP.
2. Attend IEP-Team meetings to assist in determining, eligibility for special education services and/or in developing IEP’s and making program and placement decisions.
3. Consult with and advise individual general education classroom teachers serving students with disabilities on matters pertaining to the special needs of these students (i.e., alternative materials, classroom accommodations, etc.)
4. Conduct all required student assessments as mandated by Federal, State, and Local regulations and procedures (i.e. achievement, adaptive behavior, behavior ration scales, etc.) to assist in determining eligibility for special education services and to assist in making appropriate program and placement decisions eligible students with disabilities.
5. Administer data gathering assessments, which will guide instruction to support progress in specific area of deficit. Lead discussions with staff members, parents, or any other IEP team members, regarding the explanation of the data.
6. Develop and maintain student IEP’s and all other required paperwork and documentation in a timely, correct and efficient manner.
7. Assume responsibility for the day-to-day operation of the classroom.
8. Plan curriculum and prepare lessons and other materials, considering factors such as individual student needs, abilities, level of achievement, learning styles, and emotional and/or physical limitations.
9. Maintain a disciplined and orderly classroom with a climate, which welcomes students and encourages learning.
10. Participate in faculty and professional meetings, educational conferences, teacher training workshops and other professional growth and development activities.
11. Assume full responsibility for maintaining professional endorsements, licensure, professional development, in-service training etc., required for employment in the position.
12. Perform other job-related duties as assigned.

**Staff Relationship:** Reports directly to the School Principal

**Terms of Employment:** Local rate for salary and benefits negotiated annually by the Board of Education and Association; 200 days. Exempt.