

**ELIZABETHTON CITY SCHOOLS**  
**POSITION ANNOUNCEMENT**  
**JANUARY 19, 2012**

Title: **Early Learning Center 100-Day Contract for the remainder of the 2011-2012 school year** Special Education PreK-12 Teacher

Qualifications: Valid Tennessee teacher's license with appropriate endorsement in either 459 or 465; preferably 3.0 or higher GPA; strong written, verbal, presentation, and interpersonal skills. Meet health and physical requirements. The applicant must be willing to be fingerprinted if not already on file. The applicant must be able to demonstrate knowledge of a computer based IEP program or be willing to take training for a computer based IEP program. Possess skills in learning styles, assertive discipline, and developmentally appropriate teaching techniques.

Job Goal: To give specialized academic and physical training to students with disabilities.

**ESSENTIAL FUNCTIONS:**

1. Plans curriculum and prepares lessons and other materials, considering factors such as individual needs, abilities, learning levels and limitations of the students.
2. Prepares for assigned classes and shows evidence of preparation upon request of immediate supervisor.
3. Devises special teaching tools, techniques, and equipment.
4. Evaluates student progress, keeping parents duly informed of the student's progress, holding conferences as necessary.
5. Establishes student behavior, maintaining discipline in the classroom, in the building, on school grounds, and at school-related functions.
6. Orders and manages materials and supplies.
7. Knows and follows all safety rules and procedures.
8. Maintains necessary records and completes the necessary paperwork in a timely manner.
9. Demonstrates competency with mandated computer software programs relating to special education students.
10. Attends IEP meetings when necessary.
11. Maintains accurate attendance records and reports it in the manner prescribed by the principal.
12. Reports to the principal when one knows or reasonably suspects that a student's health or welfare has been or appears to have been harmed as a result of abuse or neglect.
13. Represents the school and the community in a positive manner, maintaining cordial relationships with the home, parent(s), and community.
14. Participates in faculty and professional meetings, educational conferences, and teacher training workshops.

15. To give full, willing, and helpful cooperation in carrying out all reasonable instructions or extra assignments which are given by the principal before, after, or during the school day. To be willing to be involved in extra curricular activities in the school.
16. Administers preliminary and diagnostic tests when necessary.
17. Participates in community child find search.
18. Interprets diagnostic and psychological tests accurately.
19. Possesses knowledge and experience in the implementation of a variety of behavior modification techniques and serves as a resource to the classroom teacher in the area of behavior modification.
20. Possesses extensive knowledge of Special Education procedures and Special Education legal issues.
21. Collaborates with school site S-Team.
22. Complies with No Child Left Behind regulations.
23. Performs other work-related duties as assigned.

Physical Demands: This job may require lifting of objects that exceed 50 lbs. or the weight of an average child, with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows: pushing and/or pulling; climbing and/or balancing; stooping and/or kneeling; crouching and/or crawling; reaching; handling; talking; hearing; seeing.

Temperament (Personal Traits): Adaptability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure; adaptability to accepting responsibility for the direction, control, or planning of an activity; adaptability to dealing with students; adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

Working Conditions: Normal working environment.

General Requirements: The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Submit applications to: Elizabethton Board of Education  
804 South Watauga Avenue  
Elizabethton, Tennessee 37643-4207

Application Deadline: January 30, 2012, 8:00 a.m., or until position is filled

Contact Person: Dr. Corey Gardenhour, Director of Special Education  
423-547-8000 extension 8223