

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Exceptional Education Instructor	Reports to: Principal
Job Class Code: 2095	Work Schedule: per salary table
Pay Scale: per salary schedule	Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Has a prepared lesson plan that is sufficient for instructing the lesson.
- Exercises proper care of materials and equipment.
- Communicates needs of the classroom to the proper personnel.
- Arrives for work at the assigned hour and does not leave before the assigned time.
- Communicates appropriately and effectively with other staff members, parents, students, and with administration.
- Accepts assistance, advice, and guidance from people responsible for supervising his/her performance, and makes a concerted effort toward improving or refining skills.
- Shares ideas, plans, materials, and facilities.
- Alert to the district's, school's, and his/her own goals and priorities and seeks professional development appropriate to these needs.
- Keeps in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purpose or is required by law.
- The teacher, in his/her association with others, respects the rights, feelings, and differences among individuals, and communicates directly with the person(s) involved in any situation.
- While exercising his/her contractual responsibilities, complies with those state and local restrictions pertaining to the use of controlled substances, tobacco products, alcohol, and dress.
- Diagnoses the learning needs of each student, and prescribes individual I.E.P's to meet those needs.
- Acts as a resource person with other teachers and parents to promote understanding of special education student needs, and to provide assistance in working with handicapped students.
- Keeps data to document student change.
- Is familiar with and implements due process and procedures, and keeps proper documentation.
- Assimilates and applies suggestions from related service personnel.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree
Certification/Licensure: Holds a Valid Kentucky Teacher Certification

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.