



Created for Greatness

Positioned for Success

Belton Preparatory Academy

5901 Belton Highway Belton, SC 29627

Belton Preparatory Academy Job Description (SPED Classroom Teacher)

Reports to: Principal

Salary: \$47,000 - \$90,853.00

Location: 200 Knights Court, Belton, SC 29627

Job Type: Full-Time Opening

Deadline: Open until filled.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Multi-Categorical special education certification preferred.
- Valid South Carolina teaching certificate.

JOB SUMMARY

As a SPED instructor, you have the opportunity to set the tone for learning for the rest of a student's life. When students have an enjoyable and engaging educational experience during elementary school, they are more apt to succeed at the middle school, high school, and college levels. As a teacher, you have the privilege and honor of igniting within your students a life-long love for learning, while demonstrating the character you desire each one to display. You will be the one who encourages and guides these students through many obstacles and challenges. You have been entrusted with a beautiful gift. At BPA, it will be your responsibility to identify each student's "greatness" and "position" him/her for success.

The duties and responsibilities of the SPED Teacher shall include, but are not limited to, the following:

ESSENTIAL DUTIES (Teacher):

1. Create a positive educational climate for all students.
2. Take all necessary and reasonable precautions to protect students and create a safe learning environment.
3. Manage student behavior in the classroom by establishing and enforcing rules and procedures.
4. Maintain discipline in accordance with the rules and disciplinary systems of the school.



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5. Foster and maintain effective communication with parents and/or guardians to support student behavior and academic performance and progress.
6. Plan, prepare, and create lesson plans that are reflective of established curriculum and state standards.
7. Provide engaging and quality instruction based on established curriculum and state standards.
8. Establish and communicate clear objectives for all learning activities.
9. Implement differentiated instruction and/or instructional strategies that are reflective of best practices.
10. Assign and grade class work, homework, tests, and other assignments as appropriate.
11. Maintain accurate, complete, and correct records as required by law, school policies, and administrative regulations.
12. Collaborate with the SPED Coordinator, Instructional Coach, Reading Coach, Interventionists, Curriculum Coordinator, lead teachers, and/or grade level teams to discuss student work, share best practices, and ensure student mastery of standards.
13. Use student academic data to drive instruction.
14. Participate in extracurricular activities such as school social activities, open house, informational meetings, academic conferences, clubs, and student organizations as directed.
15. Use relevant technology to support instruction.
16. Participate in ongoing training sessions and professional development as required.
17. Assist administration in implementing and upholding all policies and/or rules governing student life, conduct, and behavior in a fair and just manner.
18. Take all necessary precautions to properly care for all property, equipment, materials, and facilities.
19. Supervise instructional aides and volunteers as assigned.
20. Follow all Board and school policies, work procedures, and reasonable requests by proper authorities.
21. Perform other related duties as required.

ASSIST SPED COORDINATOR as needed:

1. Available to travel to and participate in staff meetings and professional development sessions
2. Assist in student assessment administration
3. Assist in the enrollment process by reviewing IEP with new student for to determine compliance and placement.
4. Directs case study services for students including the identification, diagnosis, follow-up and referral of students with problems related to disabilities.
5. Provides or recommends appropriate special services for groups of exceptional students and their parents.



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6. Recommends placement of individual students with special needs in those educational situations best suited to their requirements.
7. Coordinates initial referrals, testing accommodations, and IDEA compliance (monitor and audit IEPs)
8. Attends IEP meetings as the LEA representative
9. Collaborates with faculty and staff

PROFESSIONALISM:

1. Dress in a neat, clean and professional manner as specified in the Employee Handbook.
2. Maintain regular and punctual attendance.
3. Establish and maintain cooperative and effective working relationships with others.
4. Demonstrate professionalism and appropriate judgment in behavior and speech with students, parents, co-workers, supervisors, support personnel, district personnel, and community members.
5. Follow the chain of command as outlined in the Employee Handbook.
6. Present a positive image of Belton Preparatory Academy at all times.
7. Adhere to the South Carolina Teacher Code of Conduct.

PHYSICAL REQUIREMENTS:

Regularly required to sit, stand, walk, talk, hear; operate a computer, hand-held learning devices and other office equipment; reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.