



Norfolk Public Schools
The cornerstone of a proudly diverse community

Job Announcement

Job Title: Special Education Teacher

Posting Date: 5/31/2016

Closing Date: Date (If Applicable)
 Open Until Filled

Job Type: Full-Time and Permanent.

Contract: 7.33 hours/day
200 days/year
10 months/year

Location:

Pay: Hourly In the Amount of: \$
 In the Range of: \$ - \$.
 Salary In the Range of: \$ - \$.
 Placement on Appropriate Grade and Step

Minimum Qualifications

- Bachelor's degree in special education or a related field.
- Tuberculin skin test certifying the individual is free of contagious tuberculosis.
- Eligible for or in possession of appropriate Virginia teacher licensure with endorsement in Special Education: General Curriculum, K-12 or Special Education: Adaptive Curriculum, K-12
- Demonstrates considerable knowledge of the principles and methodology of effective teaching.
- Demonstrates a working knowledge of the English language in written and oral contents.
- Demonstrates an understanding and working knowledge of skills that are compatible with the curriculum and district's strategic plan.
- Is knowledgeable in the use of personal computers.
- Demonstrates a knowledge base of all exceptionalities and related curriculum.

Nature of Position

- Provides specially designed instruction to students with disabilities.
- Modifies and adapts lessons for reading, language arts, mathematics, social studies, and science to accommodate students with disabilities in a classroom, utilizing course of study adopted by the appropriate authorities.
- Instructs students in citizenship and basic subject matter specified in state law, administrative regulations, and procedures of the school district.



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- Develops lesson plans and instructional materials, and provides differentiated instruction in order to adapt the lessons to the needs of each student.
- Translates the lessons into learning experiences to best utilize instructional time.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicates with parents through conferences and other means to discuss student progress and to interpret the school program.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Develops, implements, supervises, and evaluates Individual Education Programs and instructional classroom programs.
- Participates cooperatively with the appropriate administrator in the implementation of the personnel evaluation system.
- Maintains required inventory records.
- Reviews student files to determine appropriate programming.
- Supervises students in out-of-classroom activities during the assigned work day.
- Administers standardized tests in accordance with established procedures.
- Participates in curriculum development programs as required.
- Maintains professional competence through educational in-service activities provided and/or self-selected and through other professional growth activities.
- Performs duties of the job in a classroom setting and/or in a work experience location.

Staffing Contact

- D. Timothy Billups, SHRM-CP, PHR, IPMA-CP – Executive Director of Human Resources – Administrative Personnel
- Mandi Cumpston – Human Resources Generalist – Resource and Special Education Personnel
- Sonja Hale – Human Resources Generalist – Elementary Education Personnel
- Amanda Schilling, M.Ed. – Human Resources Generalist – Guest Teacher Personnel
- Frank C. Scott, SPHR – Human Resources Generalist – Classified Personnel
- Michael Sheets – Human Resources Generalist – Secondary Education Personnel

The *mission* of Norfolk Public Schools, the cornerstone of a proudly diverse community, is to ensure that all students maximize their academic potential, develop skills for lifelong learning and are successful contributors to a global society, as distinguished by:

- Courageous advocacy for all students
- Family and community investment
- Data-driven personalized learning
- Strong and effective leadership teams
- Shared responsibility for teaching and learning
- Access to rigorous and rewarding college and career readiness opportunities

Department of Human Resources

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