

## **Special Education Substitute Teacher**

Individual will function in a long and/or short term capacity as a professional special education teacher.

### **Position Requirements**

- Certified in Special Education by the Maryland State Dept. of Education.
- Strong classroom management skills and the ability to foster a safe and productive learning environment.
- Ability to establish professional working relationship with students and staff.
- Excellent promptness and time management skills.

### **Job Duties**

- Teaches classes at the preschool, primary, elementary or secondary level, in academic , elective or special subjects, within a specific area of special education.
- Prepares and adapts instructional material.
- Communicates, collaborates and cooperates with colleagues, supervisors, and students.
- Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned.
- Assumes responsibility for overseeing pupil behavior in class and during lunch and other activities
- Consults as appropriate with the principal or department or grade level head, before initiating any teaching or other procedures not specified in the lesson plans.
- Follows all school system's policies, rules and procedures to which regular teachers are subject and which good teaching dictates.
- Any other duties as assigned