

**Shelby County Schools**  
**Position Description**  
**Department of Exceptional Children (DEC) Consulting Teacher**

**Minimum Qualifications and Training**

- Master's Degree
- A valid Tennessee professional teacher's license with an endorsement in special education required
- Dual endorsements in special education and general education preferred
- Minimum of five (5) years of successful experience as a special education classroom teacher
- Experience working with the Individualized Education Plan process in Tennessee
- Extensive knowledge of assessment, teaching strategies and accommodations for students with disabilities
- Experience with the full continuum of special education services, including transition, co-teaching, inclusion, RTI and/or PBS
- Strong group processing and presentation skills
- Working knowledge of computer applications including student management, presentation, spreadsheet, and database
- Ability to analyze data and use information to make instructional decisions
- Ability to prepare clear, concise, accurate, and complete reports including statistics
- Ability to establish and maintain positive and cooperative working relationships
- Excellent oral and written communication skills
- Strong organizational and time management skills
- Such alternatives to the above qualifications as the Superintendent may find appropriate or acceptable

**Goal:** Encourage and support Pre-K through 12 special education and regular education teachers in achieving standards of excellence through instruction of exceptional students.

**Responsibilities:**

- Monitors DEC files and addresses IDEA compliance issues
- Works collaboratively with school administrators, DEC Specialists, teachers and paraprofessionals
- Provides assistance to all professional personnel and/or community representatives regarding curriculum, assessment and instructional strategies
- Provides assistance to students, families, and school personnel as needed to support students in the school setting
- Assists in the development, planning and implementation of staff development activities pertaining to compliance and DEC instructional initiatives
- Assists the DEC in preparing reports required by the State Department and other agencies
- Serves as an instructional resource for teachers, including the areas of transition, co-teaching, inclusion, RTI and/or Positive Behavioral Supports

- Collaborates with DEC specialists, administrators and teachers to assist with the implementation of special education programming
- Keeps abreast of developments in curriculum, instruction, and technology pertaining to DEC instructional initiatives
- Performs such other duties as assigned by the Executive Director of the Department of Exceptional Children

The Consulting Teacher maintains a forty-hour (40) workweek and works additional hours as required to carry out all of the duties and responsibilities of that position. This is a ten (10) month position.