

# Carroll Independent School District

## Job Description

JOB TITLE:	<b>Teacher, Special Education</b>	Pay Grade:	000
Supervisor:	Principal	Employment Days:	187
Department:	Campus-Based Instructor	Wage/Hour Status:	Exempt

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### MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

### JOB SUMMARY:

This position will provide special education students with learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Develop or modify curricula and prepare lessons and other instructional materials to match student ability levels. Work in self-contained, team, departmental, or itinerant capacity as assigned.

### QUALIFICATIONS:

#### **Education/Certification:**

- Bachelor's degree from accredited university
- Valid Texas teaching certificate with required Special Education endorsements and any content certification required for the position.
- Valid Texas ESL
- Demonstrated competency in the core academic subject area assigned

#### **Special Knowledge/Skills:**

- Knowledge of special needs of students in assigned area
- Knowledge of curriculum and instructional best practices for online learning
- Strong knowledge of Internet and web-related technology
- Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation
- Ability to instruct students using a variety of technology applications and platforms
- Strong organizational, communication, and interpersonal skills
- Ability to develop relationships and maintain consistent contact with student, parents, and colleagues
- Ability to support students with computer set-up, navigation, and technology issues

#### **Experience:**

Student teaching, approved internship, or related work experience

### MAJOR RESPONSIBILITIES:

#### **Instructional Strategies**

- Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned.
- Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.

- Conduct assessment of student learning styles. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Present subject matter effectively and according to guidelines established by IEP. Employ a variety of instructional techniques and media including technology to meet the needs and capabilities of each student assigned
- Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.
- Participate in ARD Committee meetings on a regular basis.
- Participate in selection of books, equipment, and other instructional media.

### **Student Growth and Development**

- Provide timely feedback to students and track progress through a variety of methods.
- Conduct ongoing assessments of student achievement and/or behavioral social emotional growth through formal and informal testing.
- Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
- Provide or supervise personal care, medical care, and feeding of students as stated in IEP.
- Be a positive role model for students and support the goals of the campus and school district.
- Assist special education students in general education classes with assignments.
- Document student progress and provide progress reports to parents in regular intervals regarding each student's progress towards his/her IEP goals/objectives.

### **Classroom Management and Organization**

- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior and administer discipline including intervening in crisis situations and physically restraining students as necessary according to IEP.
- Consult with classroom teachers regarding management of student behavior according to IEP.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Plan and assign the work of teacher aide(s) and volunteer(s) and oversee completion.
- Intervene in crisis situations.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

### **Communication**

- Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.
- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.
- Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned.
- Participate in ARD Committee meetings on a regular basis.
- Consult with district and outside resource people regarding education, social, medical, and personal needs of students.

### **Professional Growth and Development**

- Participate in staff development activities to improve job-related skills.
- Comply with state, district, and school regulations and policies for classroom teachers.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Keep informed of and complies with federal, state, district, and school regulations and policies for special education teachers.
- Attend all required Professional Development.

### **Other**

- Follow district safety protocols and emergency procedures.
- Assist in upholding and enforcing school rules, administrative regulations, and Board policy.
- Establishes and maintains cooperative relations with others.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer, phone systems, video/instructional equipment, and peripherals

**Posture:** Prolonged sitting and standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking; repetitive computer work with frequent use of hands and wrists

**Lifting:** May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist nonambulatory students, and lift and move adaptive and other classroom equipment

**Environment:** Work inside from school, home, or location other than school building, may work outside; regular exposure to noise and computer monitors; exposure to biological hazards

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

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THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Executive Director of Human Resources)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Deputy Superintendent)