

Job Title: Special Education Teacher

Exemption Status/Test: Exempt/Professional

Reports to: Principal

Date Revised: 2023

Dept./School: Assigned Campus

Pay Grade: TEA

Primary Purpose:

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 student's 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 endorsements or training for subject and level assigned
Demonstrated competency in the core academic subject area assigned

Special Knowledge/Skills/Abilities:

Knowledge of special needs of students in assigned area
Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation
Knowledge of core academic subject assigned
Knowledge of curriculum and instruction
Knowledge of usage of visuals and positive behavior supports
Knowledge of Adapted Physical Education Assessment and how to utilize them to evaluate students
Knowledge of Special Olympics sports
Excellent public relations, organization, communication, and interpersonal skills
Ability to instruct students and manage their behavior

Experience:

Minimum one-year student teaching or approved internship

Major Responsibilities and Duties:

Instructional and Program Management

1. Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned.
2. Implement an in-person instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.
3. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
4. Work cooperatively with general education classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.

5. Create/adapt grade level lesson plans to meet the needs of students and their IEP.
6. Prepare for and participate in ARD Committee meetings on a regular basis.
7. Conduct assessment of student learning styles and use results to plan for instructional activities.
8. Present subject matter according to guidelines established by IEP.
9. Employ a variety of instructional techniques, differentiated instruction and media to meet the needs and capabilities of each student assigned.
10. Plan and supervise assignments for teacher aide(s) and volunteer(s).
11. Use technology in the teaching/learning process.

Student Growth and Development

12. Conduct ongoing assessments of student achievement through formal and informal testing.
13. Provide or supervise personal care, medical care, and feeding of students as stated in IEP. Document all services provided to each student.
14. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the administrator.
15. Be a positive role model for students and staff; support the mission of the school district.

Classroom Management and Organization

16. Create classroom environments conducive to learning and appropriate for the physical, social, and emotional development of students.
17. Manage student behavior and administer discipline. This includes intervening in crisis situations and physically restraining students as necessary according to IEP.
18. Consult with classroom teachers regarding management of student behavior according to IEP.
19. Consult district and outside resource people regarding education, social, medical, and personal needs of students.
20. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
21. Assist in selection of books, equipment, and other instructional materials.
22. Implement and model positive behavior support with students.

Communication

23. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
24. Maintain a professional relationship with colleagues, students, parents, and community members.
25. Use effective communication skills to present information accurately and clearly.

26. Respond to written, verbal, and/or electronic communication within the district's established timeline.

Other

27. Participate and implement staff development activities to improve job-related skills.
28. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
29. Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, and Local Board Policy.
30. Demonstrate superior customer service with district staff, students, and community stakeholders.
31. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Direct the work of assigned instructional aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals

Posture: Prolonged sitting, frequent walking, occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional district-wide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name: _____

Employee Signature: _____ Date: _____