



Job Title: Special Education Teacher

Contract Days: 187 days

Reports to: Executive Director and Supervisor Assigned

Exempt Status: Non-Exempt

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 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 for assignments
CPR/ First Aid/ AED Certified
CPI Trained

Special Knowledge/Skills:

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
General knowledge of curriculum and instruction

Experience:

At least one year student teaching or approved internship

Major Responsibilities and Duties:

Instructional Strategies

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 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 classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.
5. Participate in ARD Committee meetings on a regular basis.
6. Conduct assessment of student learning styles and use results to plan for instructional activities.

7. Present subject matter according to guidelines established by IEP.
8. Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.
9. Plan and supervise assignments for teacher aide(s) and volunteer(s).
10. Use technology in teaching/learning process.

Student Growth and Development

11. Conduct ongoing assessments of student achievement through formal and informal testing.
12. Provide or supervise personal care, medical care, and feeding of students as stated in IEP.
13. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by campus principal.
14. Be a positive role model for students; support mission of school district.

Classroom Management and Organization

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

Communication

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

Other

24. Participate in staff development activities to improve job-related skills.
25. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
26. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

- 27. Attend and participate in faculty meetings and serve on staff committees as required.
- 28. Maintain confidentiality.
- 29. Model behavior that is professional, ethical, and responsible.
- 30. Perform other duties as assigned by supervisor.

Equipment Used

Standard office equipment including personal computer and peripherals.

Supervisory Responsibilities

Supervise assigned teacher aide(s).

Working Conditions

Mental demands/physical demands/environmental factors may include but are not limited to:

May work prolonged or irregular hours

Work with frequent interruptions to meet established deadlines

Maintain emotional control under stress

Biological exposure to bacteria and communicable diseases.

Posture: frequent standing, bending, stooping, kneeling, pushing/pulling, and twisting

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

Lifting: regular lifting and carrying (up to 40 pounds), Move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment.

Travel: district travel to campuses, administrative office, staff development, community events, student activities.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties and skills that may be required. The Administration and/or Supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Employee Signature

Date