

Job Description – Special Education Teacher 18+

Primary Function: Under the direction of the Principal(s) and Director of Special Education, provides special education students with learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical and social growth. Develops or modifies curricula and prepares lessons and other instructional materials to student ability levels. Works in self-contained, team, departmental or itinerant capacity as assigned.

Responsibilities/Duties:

Instructional Strategies

- Collaborates with students, parents and other members of staff to develop IEP through the ARD Committee process for each student assigned
- Implements an instructional, therapeutic or skill development program for assigned students and shows written evidence of preparation as required
- Plans and uses appropriate instructional and learning strategies, activities, materials and equipment that reflect understanding of the learning styles and needs of students assigned
- Provides instruction to prepare students for vocational opportunities in the community
- Participates in ARD Committee meetings on a regular basis
- Conducts assessments of student learning styles and uses results to plan for instructional activities
- Presents subject matter according to guidelines established by IEP
- Employs a variety of instructional techniques and media to meet the needs and capabilities of each student assigned
- Plans and supervises assignments for teacher aide(s) and volunteers(s)
- Builds employer relations and job development in the community
- Uses technology in teaching/learning process
- Stays abreast of current trends in technology and is able to apply/use technologically advanced hardware and software
- Provides job coaching for students in volunteer and paid employment positions
- Provides instruction and guidance in the completion of self care and daily living skills to promote independence in students with disabilities

Student Growth and Development

- Conducts ongoing assessments of student achievement through formal and informal testing
- Provides or supervises personal care, medical care and feeding of students as stated in IEP
- Assumes responsibility for extracurricular activities as assigned; sponsors outside activities approved by campus principal
- Acts as a positive role model for students; supports mission of the school district

Classroom Management and Organization

- Creates a classroom environment that is conducive to learning and appropriate for the physical, emotional and social development of the students
- Manages student behavior and administers discipline; this includes intervening in crisis

situations and physically restraining students as necessary according to IEP and school safety standards

- Provides supervision of students during transitions, arrivals, and departures from campus and job sites
- Consults District and outside resource people regarding education, social, medical and personal needs of students
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Assists in selection of books, equipment and other instructional materials

Communication

- Establishes and maintains open lines of communication by conducting conferences with students, parents, principals and teachers
- Maintains a professional relationship and works cooperatively with colleagues, students, parents and community members
- Uses effective communication skills to present information accurately and clearly

Professional Growth and Development

- Participates in staff development program activities to improve job related skills
- Demonstrates interest and initiative in professional improvement

Policy Implementation

- Keeps informed of and complies with state, district and school regulations and policies for special education teachers
- Compiles, maintains and files all reports, records and other documents required
- Attends and participates in faculty meetings and serves on staff committees as required

Supervisory Responsibilities

- Supervises assigned teacher aide(s)

Other

- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Special needs of students in assigned areas
- Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting and implementation
- Curriculum and instruction
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Ability to:

- Instruct

- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: Valid Texas teaching certificate with required endorsements for subject/level assigned. Bachelor's degree from accredited university. At least one semester of student teaching or one year of approved internship.

Working Conditions:

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

Physical Demands/Environmental Factors: Frequent walking, standing, bending/stooping, reaching, pushing/pulling, and twisting; may be required to lift and position students with physical disabilities; control behavior through physical restraint and assist non-ambulatory students; exposure to biological hazards.

Lifting/carrying - Lifting 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; move small stacks of textbooks, media equipment, desks and other classroom or adaptive equipment.

Calendar and Salary Range: 187 work days. See current salary for Teacher Pay scale.

Revised: 8/29/23

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date