

## Job Description – Special Education Teacher

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**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
- Works cooperatively with classroom teachers to modify regular curricula as needed and assists special education students in regular classes with assignments
- 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)
- Uses technology in teaching/learning process
- Stays abreast of current trends in technology and is able to apply/use technologically advanced hardware and software

#### 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
- Consults with classroom teachers regarding management of student behavior according to IEP

- 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
- Maintains confidentiality
- 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
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

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
- Develop, plan and organize daily operations
- 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: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

**Calendar and Salary Range:** 187 work days. See current hiring pay grade on the Teacher Compensation Plan.

**Revised:** 1.10.24

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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.

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Employee Signature

Date