

Gaining Appropriate Performance (GAP) Teacher Job Description



Job Title:	GAP Teacher	FLSA:	Exempt
Reports to:	Principal	Pay Grade:	Teacher Scale
Dept./School:	Assigned Campus	Calendar Days:	192
Contract:	Probationary/Term	Revised:	5.8.2025

Primary Purpose

The Gaining Appropriate Performance (GAP) teacher provides specialized instruction to students with behavioral challenges in a therapeutic, supportive, and structured environment by developing individualized education plans (IEPs), adapting curriculum, and using targeted strategies to promote academic, social, and emotional development while fostering a consistent routine and positive behavior support system to help students thrive in a safe and inclusive classroom setting.

Qualifications

Education/Certification:

- Bachelor's degree from accredited university
- Valid Texas teaching certificate with required special education endorsements for assignments

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
- Knowledge of how to adapt curriculum and instruction for special needs
- Effective communication skills

Experience:

- One (1) 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, behavioral, therapeutic, and skill development program for assigned students and show written evidence of preparation as required
3. 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
4. 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
5. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments
6. Participate in ARD Committee meetings on a regular basis
7. Participate in selection of books, equipment, and other instructional media

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8. Oversee the responsibilities of the paraprofessional in implementing student programs, to include training regarding data collection and implementation of specific instructional strategies
9. Collect and maintain data related to student progress and grades
10. Report progress on IEP goals/objectives and grades as stipulated by district policy & ARD documents
11. Effectively manage and provide positive behavior supports for eligible students Complete State Assessment requirements for eligible students
12. Communicate regularly with general education teachers and parents/guardians regarding student progress/needs/concerns
13. Maintain confidential student records and audit folders
14. Obtain and maintain certification in the CPI Non-Violent Crisis Intervention
15. Provide direct instruction in social and behavioral skills according to students' targeted behavior goals
16. SHARS Duties as assigned
17. Provide Personal Care as identified in applicable student IEPs

Student Growth and Development

18. Conduct ongoing assessments of student achievement through formal and informal testing
19. Assume responsibility for extracurricular activities as assigned Sponsor outside activities approved by campus principal
20. Consult district and outside resource people regarding education, behavioral, social, medical, and personal needs of students
21. Be a positive role model for students; be professional in appearance, in manner, and in attitude; and support mission of school district

Classroom Management and Organization

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

Communication

27. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers
28. Maintain professional relationships with parents, students, and colleagues

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- 29. Demonstrate consistent loyalty to district, school, colleagues, and profession, being highly positive and supportive in staff relationships

Professional Growth and Development

- 30. Participate in staff development activities to improve job-related skills
- 31. Attend and participate in faculty meetings and serve on staff committees as required
- 32. Actively pursue a long-range program of professional growth; continually seeking self-improvement

Other

- 33. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers
- 34. Compile, maintain, and file all physical and computerized reports, records, and other documents required
- 35. Assume other duties as assigned by the principal and the Superintendent of Schools

Supervisory Responsibilities

Direct the work of instructional aide(s)

Evaluation

The evaluation of the GAP Teacher is a responsibility resting with the campus principal. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Tools/Equipment Used: Personal computer and peripherals, and other instructional equipment

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

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Motion: Frequent walking

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; may work prolonged or irregular hours

Environment: Exposure to biological hazards

Mental Demands: 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.