

Brenham Independent School District - Job Description

Job Title/Position:	Special Education Teacher - Virtual/Distance Learning	Department/School:	Assigned Campus
Pay Information:	Teacher Compensation Plan Days: 182	Supervised By:	Campus Principal/Director of Special Services
FLSA:	Exempt	Date Revised:	October 2025

Primary Purpose:

Provide students with appropriate distance or virtual instruction in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society. Develop or modify curricula and prepare lessons and other instructional materials to match student ability levels. Work in self-contained, team, department, or itinerant capacity as assigned.

Qualifications (Experience/Education/Certification):

Bachelor's degree from an accredited university, valid Special Education Certification, and valid Texas teaching certificate for the assigned grade level or demonstrated competency in core academic subject areas assigned.

Major Responsibilities:

- **Instructional Strategies**
 - Develop and implement lesson plans for distance and virtual learning that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for individual student differences.
 - Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
 - Conduct assessment of student learning styles and use results to plan instructional activities.
 - Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
 - Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned.
 - Participate in ARD Committee meetings on a regular basis.
 - Participate in the selection of books, equipment, and other instructional media.
- **Student Growth and Development**
 - Provide timely feedback to students and track progress through a variety of methods.
 - Conduct ongoing assessment and feedback related to student achievement through formal and informal methods.
 - Be a positive role model for students and support the goals of the campus and school district.
 - Consult district and outside resource people regarding education, social, medical, and personal needs of students.
- **Classroom Management and Organization**
 - Create a virtual classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
 - Manage student behavior in accordance with the Student Code of Conduct and Student Handbook.
 - Consult with classroom teachers regarding the management of student behavior according to IEP.
 - Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
 - Assist in selecting books, equipment, and other instructional materials.
 - Compile, maintain, and file all reports, records, and other documents required.
- **Other**
 - Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
 - Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.
 - Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.
 - Maintain professional relationships with parents, students, and colleagues.
 - Participate in staff development activities to improve job-related skills.
 - Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
 - Compile, maintain, and file all physical, and computerized reports, records, and other documents required.
 - Attend and participate in faculty meetings and serve on staff committees as required.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures.
- 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
- Skill in effectively managing a classroom and student behavior.
- Skill in communicating effectively with others.

Supervisory Responsibilities:

Direct the work of instructional aide(s).

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

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

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

Motion: Frequent walking.

Lifting: May require heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist non-ambulatory 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.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required. The district shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of the individual's race, color, religion, sex, or national origin. Nor shall the district limit, segregate, or classify its employees or applicants for employment in any way that would deprive or tend to deprive an individual of employment opportunities or otherwise adversely affect the status as an employee because of the individual's race, color, religion, sex or national origin.

Received by: _____ Date: _____