

Carroll Independent School District Job Description

JOB TITLE:	Teacher, Alternate Curriculum Education (ACE)	Pay Grade:	000
Supervisor:	Principal	Employment Days:	187
Department:	Campus-Based Instructor	Wage/Hour Status:	Exempt

MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

JOB SUMMARY:

This position will provide special education students with appropriate in-person instruction with learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. This position will help meet physical and instructional needs of students with disabilities, including self-help, behavior management, and instruction programs. Enable students to develop competencies and skills to function successfully in society.

QUALIFICATIONS:

Education/Certification:

- Bachelor's degree from accredited university
- Valid Texas teaching certificate with required Special Education endorsements and any content certification required for the position.
- Valid Texas ESL
- Demonstrated competency in the core academic subject area assigned

Special Knowledge/Skills:

- Knowledge of special needs of students in assigned area
- Knowledge of curriculum and instructional best practices for online learning
- Strong knowledge of Internet and web-related technology
- Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation
- Ability to instruct students using a variety of technology applications and platforms
- Strong organizational, communication, and interpersonal skills
- Ability to develop relationships and maintain consistent contact with student, parents, and colleagues
- Ability to support students with computer set-up, navigation, and technology issues

Experience:

Student teaching, approved internship, or related work experience

MAJOR RESPONSIBILITIES:

Instructional Strategies

- Develop and implement lesson plans for in-person learning that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.

- Prepare lessons that reflect accommodations for differences in individual student differences.
- Present subject matter according to guidelines established by IEP.
- 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.
- Implement an instructional, therapeutic, or skill development program for assigned students and provide written evidence of preparation as required.
- Work cooperatively with general education teachers to modify general education instruction and/or curricula as needed.
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

Student Growth and Development

- Provide timely feedback to students and track progress through a variety of methods.
- Conduct ongoing assessments of student achievement and/or behavioral social emotional growth through formal and informal testing.
- Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
- Provide or supervise personal care, medical care, and feeding of students as stated in IEP.
- Be a positive role model for students and support the goals of the campus and school district.
- Assist special education students in general education classes with assignments.
- Document student progress and provide progress reports to parents every six weeks regarding each student's progress towards his/her IEP goals/objectives.

Classroom Management and Organization

- Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with Student Code of Conduct and student handbook.
- Intervene in crisis situations.
- 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.
- Plan and supervise assignments for teacher aide(s) and volunteer(s).

Communication

- 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.

- 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.
- Consult with district and outside resource people regarding education, social, medical, and personal needs of students.

Professional Growth and Development

- Participate in staff development activities to improve job-related skills.
- Comply with state, district, and school regulations and policies for classroom teachers.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Keep informed of and complies with federal, state, district, and school regulations and policies for special education teachers.
- Attend all required Professional Development.

Other

- Follow district safety protocols and emergency procedures.
- Assist in upholding and enforcing school rules, administrative regulations, and Board policy.
- Establishes and maintains cooperative relations with others.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer, phone systems, video/instructional equipment, and peripherals

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

Motion: Frequent walking; repetitive computer work with frequent use of hands and wrists

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

Environment: Work inside from school, home, or location other than school building, may work outside; regular exposure to noise and computer monitors; exposure to biological hazards

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____

(Executive Director of Human Resources)

APPROVED BY: _____ DATE: _____
(Deputy Superintendent)

Date Created: 7/2003	Date(s) Revised: 5/2023
----------------------	-------------------------