



# Crandall Independent School District

## Job Description

<b>Job Title:</b>	<b>Inclusion/Resource SPED Teacher</b>	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Principal	<b>Date Revised:</b>	September 1, 2023
<b>Dept./School:</b>	Assigned Campus	<b>Funding Source:</b>	199 23/ Local SPED Funds

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### Primary Purpose:

Provide special education students with learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Develop or modify curricula and prepare lessons and other instructional materials to student ability levels. Work in self-contained, team, departmental, or itinerant capacity as assigned.

### 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:

Student teaching or approved internship or related work experience

### Major Responsibilities and Duties:

#### Instructional Strategies

1. Develop and implement lesson plans for in-person, distance, and virtual learning that fulfill the requirements of district's curriculum program and show written evidence of preparation as needed and required. Prepare lessons that reflect accommodations for differences in individual student differences.
2. Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned.
3. Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.
4. Conduct assessment of student learning styles. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the needs of students assigned.
5. 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.
6. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education and/or at-risk students in regular classes with assignments.
7. Participate in ARD Committee meetings on a regular basis.
8. Participate in selection of books, equipment, and other instructional media.

#### Student Growth and Development

9. Conduct ongoing assessments of student achievement through formal and informal testing.

10. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by campus principal.
11. Consult district and outside resource people regarding education, social, medical, and personal needs of students.

### **Classroom Management and Organization**

12. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
13. Manage student behavior and administer discipline including intervening in crisis situations and physically restraining students as necessary according to IEP.
14. Consult with classroom teachers regarding management of student behavior according to IEP.
15. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

### **Communication**

16. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
17. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.
18. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

### **Other**

19. Participate in staff development activities to improve job-related skills.
20. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
21. Compile, maintain, and file all reports, records, and other documents required.
22. Attend and participate in faculty meetings and serve on staff committees as required.
23. Follow district safety protocols and emergency procedures.

### **Supervisory Responsibilities:**

Supervise assigned teacher aide(s).

### **Mental Demands/Physical Demands/Environmental Factors:**

**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 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

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The document describe 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.

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Print Name

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Signature

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Date