Medina Valley ISD Job Description
School Year 2019-20

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teacher, Spec Ed K-12</th>
<th>Wage/Hour Status: Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>Principal</td>
<td>Pay Grade: Teacher Scale</td>
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<tr>
<td>Dept/Division:</td>
<td>Assigned Campus</td>
<td>Contract Days: 187</td>
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</tbody>
</table>

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. Enable students to develop competencies and skills to function successfully in society.

Supervisory Responsibilities:

Assigned teacher aide(s)

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 curriculum and instruction

**Experience:**
At least one 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. Develop or modify curricula and prepare lessons and other instructional materials to student ability levels.

3. Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.

4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students 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. Conduct assessment of student learning styles and use results to plan for instructional activities.

8. Present subject matter according to guidelines established by IEP.

9. Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.

10. Plan and supervise assignments for teacher aide(s) and volunteer(s).

11. Use technology in teaching/learning process.

12. Develop or modify curricula and prepare lessons and other instructional materials to student ability levels.

13. Work in self-contained, team, departmental, or itinerant capacity as assigned.

**Student Growth and Development**

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

15. Provide or supervise personal care, medical care, and feeding of students as stated in IEP.

16. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by campus principal.

17. Be a positive role model for students; support mission of school district.

**Classroom Management and Organization**

18. Work in self-contained, team, departmental, or itinerant capacity as assigned.

19. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

20. Manage student behavior and administer discipline. Intervene in crisis situations and physically restraining students as necessary according to IEP.

21. Consult with classroom teachers regarding management of student behavior according to IEP.

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

23. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

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*Last Reviewed: April 2019*
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Communication

25. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.

26. Maintain a professional relationship with colleagues, students, parents, and community members.

27. Use effective communication skills to present information accurately and clearly.

Other

28. Participate in staff development activities to improve job-related skills.

29. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.

30. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

31. Attend and participate in faculty meetings and serve on staff committees as required.

32. Perform other duties as assigned.

Equipment Used:

- Personal computer, printer, calculator, fax machine, other general office equipment
- Equipment specific to job requirements

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 20 pounds)

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Medina Valley ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant’s job qualifications, experience, and abilities. The foregoing statements describe the general purpose 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. Medina Valley Independent School District will provide its student with an educational environment designed to inspire excellence, promote creative thought, achieve maximum potential, and instill responsible behavior and attitudes.

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