

**FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Special Education Teacher/Coach
Reports to: Principal
Dept./School: High School
Funding Source: This position is locally funded

Exempt Status/Test: Exempt/Professional
Number of Days Employed: 187
Pay Grade: Teacher Pay Scale
Date Revised: May 17, 2025

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. Provide instruction and coach students to develop skills and ability to excel in assigned sport(s). Contribute to education program as a whole and to growth of students involved in athletics.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited college or 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
Specific knowledge of curriculum and instruction

Experience:

At least one year of 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 and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.
3. Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required
4. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in the program.
5. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative

FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION

regulations.

6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
7. Work with other members of the staff to determine instructional goals, objectives, and methods according to district requirements.
8. Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs.
9. Participate in ARD Committee meetings on a regular basis.
10. Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in the sport assigned.
11. Assist with the management and supervision of athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship.

Student Growth and Development

12. Help students analyze and improve study methods and habits.
13. Conduct ongoing assessments of student achievement through formal and informal testing.
14. Provide or supervise personal care, medical care, and feeding of students as stated in IEP.
15. Be a positive role model for students and support mission of the school district.

Classroom Management and Organization

16. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
17. Manage student discipline in accordance with the Student Code of Conduct and student handbook.
18. Consult with classroom teachers regarding management of student behavior according to IEP.
19. Consult district and outside resource people regarding education, social, medical, and personal needs of students.
20. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
21. Assist in selection of books, equipment, and other instructional materials

**FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Communication

- 22. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- 23. Maintain a professional relationship with colleagues, students, parents, and community members.
- 24. Use effective communication skills to present information accurately and clearly.

Budget and Inventory

- 25. Utilize the budget efficiently in alignment with program needs, ensuring expenditures are justified and supported with appropriate documentation.

Professional Growth and Development

- 26. Participate in staff development activities to improve job-related skills.
- 27. Comply with federal and state laws, State Board of Education rule, UIL rules, and board policy in athletic area.

Other:

- 28. Follow district safety protocols and emergency procedures.
- 29. Attend and participate in faculty meetings and serve on staff committees as required.
- 30. Promote teamwork and interaction with fellow staff members
- 31. Alternative methods of performing duties as needed.
- 32. Other duties as assigned.

Supervisory Responsibilities:

- 33. Supervise assigned teacher aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; power and hand tools for construction of theater sets

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

Motion: Frequent standing and walking

Lifting: Regular moderate lifting and carrying (15–44 pounds); may lift and move theatre arts

**FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

equipment

Environment: Work inside in theatre environment with diminished lighting

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours; frequent district and statewide travel

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.

Approved by: _____ Date: _____
Campus Administrator

Reviewed by: _____ Date: _____
Employee

Received by: _____ Date: _____
Human Resources