

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

**Job Title:** Special Education Teacher  
**Exemption Status/Test:** Exempt/Professional  
**Reports to:** Principal  
**Dept./School:** Elementary School

**Date Revised:** August 18, 2021

**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  
ESL Certification Preferred

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

3. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
4. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.
5. Participate in ARD Committee meetings on a regular basis.
6. Conduct assessment of student learning styles and use results to plan for instructional activities.
7. Present subject matter according to guidelines established by IEP.
8. Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.
9. Plan and supervise assignments for paraprofessionals
10. Plan and supervise data collection for paraprofessionals.
11. Use technology in teaching/learning process.

### **Student Growth and Development**

12. Conduct ongoing assessments of student achievement through formal and informal testing.
13. Provide or supervise personal care, medical care, and feeding of students as stated in IEP.
14. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by campus principal.
15. Be a positive role model for students; support mission of school district.

### **Classroom Management and Organization**

16. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
17. Manage student behavior and administer discipline. This includes intervening in crisis situations and physically restraining students as necessary according to IEP.

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

### **Communication**

22. Establish and maintain open lines of 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.

### **Other**

25. Participate in staff development activities to improve job-related skills.
26. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
27. Compile, maintain, and file all reports, records, and other documents required.
28. Attend and participate in faculty meetings and serve on staff committees as required.

### **Supervisory Responsibilities:**

Supervise assigned paraprofessionals.

### **Working Conditions:**

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

Frequent standing, stooping, bending, kneeling, pushing, and pulling. Move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment. May be required to lift and position students with physical disabilities; control behavior through physical restraint; and assist nonambulatory students. Exposed to biological hazards.

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

- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions.
- Occasional prolonged and irregular hours.
- Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- Promote teamwork and interaction with fellow staff members.
- Maintain confidentiality of information.
- Alternative Methods of Performing Duties.
- Perform other duties as assigned.

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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.

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Approved by:

Campus Administrator

Date:

Reviewed by:

Employee

Date:

Logged by:

Central Office Representative

Date: