



Job Description

Job Title: Special Education Teacher

Status: Exempt

Reports to: Principal

Terms: 181 days

Pay Grade: Teacher Scale (+stipend)

Date Revised: October 10, 2025

Position Requirements:

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. Provide personal care, medical care, and feeding of students as stated in IEP. Work in self-contained, team, departmental, or itinerant capacity as assigned.

Education/Certification:

Bachelor's degree from accredited university

Valid Texas teaching certificate with required special education endorsements/certification

Valid Texas teaching certificate with EC-4 Generalist or equivalent endorsements/certification

Special Knowledge/Skills:

Knowledge of special needs of students in assigned area

Knowledge of sign language (preferred)

Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP)

Ability to implement and use an IEP

Knowledge of goal setting process and implementation General

knowledge of curriculum and instruction

Experience:

At least 3 year teaching

Duties/Responsibilities:

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 teacher aide(s) and volunteer(s)
10. Use technology in teaching/learning process

Student Growth and Development

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

Classroom Management and Organization

15. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
16. Manage student behavior and administer discipline. This includes intervening in crisis situations and physically restraining students as necessary according to IEP
17. Consult with classroom teachers regarding management of student behavior according to IEP
18. Consult district and outside resource people regarding education, social, medical, and personal needs of students
19. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities 20.
Assist in selection of books, equipment, and other instructional materials

Communication

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

Other

- 24. Participate in staff development activities to improve job-related skills
- 25. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers
- 26. Compile, maintain, and file all physical and computerized reports, records, and other documents required
- 27. Attend and participate in faculty meetings and serve on staff committees as required
- 28. Participate in feeding, toileting/diaper changes and any other personal student needs
- 29. Perform all other duties as assigned by the principal

Supervisory Responsibilities:

Supervise assigned teacher aide(s).

Equipment Used:

Wheelchair lift, feeding tubes, ramp, personal computer, copier, and audiovisual equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. 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. Exposure to biological hazards.

The Galveston Independent School District 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.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of responsibilities and duties that may be assigned or skills that may be required.

Employee Signature _____ Date _____