



Job Title: Teacher, Special Education
(ABC, ALE, BA, CBSE, ECSE, FBE, Inclusion, Kindergarten, PPCD, Resource)

Exemption Status/Test: Exempt

Reports to: Principal

Date Revised: September 2025

Dept./School: Assigned Campus

Pay Grade: 100

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 match student ability levels. Work in a self-contained, team, departmental, or itinerant capacity as assigned.

Qualifications:

Education/Certification:

- Bachelor's degree from an accredited university
- Valid Texas teaching certificate with required special education endorsements for assignment

Experience:

- Student teaching, approved internship, or related work experience

Special Knowledge/Skills:

- Knowledge of the special needs of students in the assigned area
- Knowledge of the Admission, Review, and Dismissal (ARD) Committee process and the Individual Education Plan (goal-setting process and implementation)
- Knowledge of how to adapt curriculum and instruction for special needs
- Effective communication skills

Major Responsibilities and Duties:

Instructional Program

1. Collaborate with students, parents, and other members of staff to develop an 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. Conduct an assessment of student learning styles. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect an understanding of the learning styles and needs of students assigned.
4. Present subject matter effectively and according to guidelines established by the IEP. Employ a variety of instructional techniques and media, including technology, to meet the needs and capabilities of each student 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. Participate in the selection of books, equipment, and other instructional media.

Student Growth and Development

8. Conduct ongoing assessments of student achievement through formal and informal testing.
9. Provide or supervise personal care, medical care, and feeding of students as stated in the IEP.
10. Assume responsibility for extracurricular activities as assigned.
11. Sponsor outside activities approved by the campus principal.

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

Classroom Management and Organization

13. Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
14. Manage student behavior and administer discipline, including intervening in crisis situations and physically restraining students as necessary, according to the IEP.
15. Consult with classroom teachers regarding the management of student behavior according to the IEP.
16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
17. Plan and assign the work of teacher aide(s) and volunteer(s), and oversee completion.

Other

18. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
19. Maintain professional relationships with parents, students, and colleagues.
20. Participate in staff development activities to improve job-related skills.
21. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
22. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including information required for Medicaid documentation and billing.
23. Attend and participate in faculty meetings and serve on staff committees as required.
24. Follow district safety protocols and emergency procedures.
25. Assists district leadership with implementing and systematically monitoring Comprehensive Coordinated Early Intervening Services (CCEIS).
26. Provide and document instructional and related services contained in student IEPs, including Personal Care Services (PCS).
27. Demonstrate the competence necessary to perform the required Personal Care Services (PCS) tasks.
28. Participate in competence verification by a licensed health care provider for PCS Activities.
29. Understanding and competence to perform PCS services must include, but are not limited to:
 - a. Appropriate techniques for providing PCS, including written documentation procedures
 - b. Appropriate techniques for managing adverse behaviors of the student, such as:
 - i. Basic body mechanics, mobility, and techniques for transferring students
 - ii. The special needs of students with disabilities, and
 - iii. Communication skills, including but not limited to techniques for communicating through alternative modes with persons with communication or sensory impairments.
30. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard 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: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job. It is a partial list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____