



9/8/2021, 8/13/2025

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Special Education Teacher	<b>REPORTS TO:</b> Principal
<b>WORK DAYS:</b> 190 days per year	<b>PAY FREQUENCY:</b> Monthly
<b>SALARY SCHEDULE:</b> State Salary Schedule	<b>JOB CODE:</b> 171
<b>FLSA:</b> Exempt	<b>LOCATION:</b> Harris County School District
<b>PRIMARY FUNCTION:</b> Develops special education students' success in academics, implements approved curriculum, documents teaching and student progress/activities and outcomes, addresses students' specific needs, and provides feedback to students, parents, and administration regarding student progress, expectations, goals, etc.	

### REQUIRED QUALIFICATIONS:

#### Minimum Education:

Bachelor's Degree in job-related field; Valid Georgia Teacher certification or eligibility for GA certification; SPED GENERAL CURRICULUM (P-12) CONSULTATIVE [FLD798].

#### Minimum Experience:

Self-contained classroom experience preferred; behavioral modification training/experience preferred.

#### Preferred Knowledge, Skills, & Abilities:

<ul style="list-style-type: none"><li>• Effective written and oral communication, leadership</li><li>• Organizational and interpersonal skills</li><li>• Computer competence</li><li>• Experience with working with children with Emotional Behavioral Disorder</li></ul>	<ul style="list-style-type: none"><li>• Experience in Math or Science</li><li>• Instructional strategies that connect the curriculum to the learners</li><li>• Student management</li><li>• GO-IEP</li><li>• Performance based teaching</li><li>• Mindset Training</li></ul>
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*THE BOARD OF EDUCATION AND THE SUPERINTENDENT MAY ACCEPT ALTERNATIVES TO SOME OF THE ABOVE REQUIREMENTS.*

### ESSENTIAL DUTIES AND TASKS:

<ul style="list-style-type: none"><li>• Demonstrates prompt and regular attendance</li><li>• Exhibits professionalism</li><li>• Follows all county, state, and federal policies and procedures</li><li>• Delivers instruction using approved curriculum materials and resources</li><li>• Advises parents and/or legal guardians of student progress</li><li>• Adapts classroom work to provide students with instructional materials that address individualized learning plans within established lesson plans that reflect accommodations, modification, and IEP-driven Attributes</li><li>• Demonstrates the ability to complete timely and accurate documents to include progress monitoring data, functional behavioral assessments, behavior intervention plans, and individualized education plans</li></ul>
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- Prepares a variety of written materials (e.g., grades, attendance, anecdotal records, IEP goal progress monitoring, etc.)
- Understands and implements IDEA driven compliance timelines
- Demonstrates an understanding of the curriculum, subject content, pedagogical knowledge, and the needs of students by providing relevant learning experiences
- Instructs students through the use of a variety of teaching strategies, differentiation, and application of unique learning and behavioral practices
- Demonstrates an understanding of inclusive programming and instruction in the regular education setting and direct instruction in the pullout setting
- Provides instruction that is appropriate; communicates responsibly with all individuals and groups; assumes a fair share of outside-the-classroom school responsibilities
- Maintains plans according to policies and/or directives; promotes the responsible use of materials and equipment; submits accurate paperwork on time
- Prepares adequately for responsibilities to be assumed when absent
- Accounts for student attendance and punctuality
- Assesses student needs, progress, expectations, goals, etc.
- Directs the conduct of students in accordance with policies at all times
- Takes all reasonable measures to protect students' health and safety
- Meets certification and accreditation standards
- Assists with school-wide supervision, such as loading/unloading buses
- Seeks to improve through professional development and evaluation activities
- Performs other duties as assigned by the appropriate administrator

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a full-time position. 8-hour school days, generally Monday through Friday, 7:30 am to 3:30 pm. Occasional evening and weekend work may be required as job duties demand.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands, handle or feel, and reach with hands and arms. Routine physical activities required to fulfill job responsibilities; able to lift a maximum of 20 pounds.

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**EVALUATION:**

Performance on this position will be evaluated in accordance with the Teacher Keys Effectiveness System (TKES).