

Special Education Teacher, ECSE/ICS/MC/BASE/BASE+/ACCESS

Job Description



JOB TITLE: Special Education Teacher, ECSE/ICS/MC/BASE/BASE+/ACCESS
DATE REVISED: January 26, 2024
REPORTS TO: Campus Principal
DEPARTMENT/CAMPUS: Assigned Campus
PAY GRADE/DUTY DAYS: TS, 187
FLSA: Exempt

JOB PURPOSE SUMMARY:

This position is responsible for planning, organizing, and implementing appropriate instructional programs and learning activities to special education students in order to facilitate the learning process in such a way that supports each individual student's intellectual, emotional, physical and social growth, and development. This position is also responsible for Specially Designing Instruction, and development of accommodations to and/or modification of curricula and the preparation of lessons and other instructional materials to align with individual student ability levels.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Planning & Instructional Delivery:

1. Collaborates with students, parents, and other staff in the development of Individualized Education Plans (IEPs) through the Admission, Review and Dismissal (ARD) Committee process for each student assigned.
2. Implements an instructional, therapeutic, or skill development program for assigned students, and presents written evidence of preparation, as required.
3. Conducts assessments of individual student learning styles, and applies assessment results to plan instructional activities.
4. Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of assigned students.
5. Presents subject matter effectively and according to guidelines established by the appropriate Individual Educational Plan (IEP).
6. Employs a variety of instructional techniques and media including technology to meet the needs and capabilities of each assigned student.
7. Interfaces with classroom teachers in the accommodations and/or modification of regular curricula as needed, and assists special education students with assignments in regular classes.
8. Prepares and participates in Admission, Review and Dismissal (ARD) Committee meetings on a regular basis.

Student Growth and Development:

9. Conducts and documents ongoing assessment efforts of student achievement through formal and informal testing.
10. Monitors student progress, celebrates student growth, and provides targeted support that is responsive to student needs.
11. Provides or supervises personal care, medical care, and feeding of students as stated in IEP.
12. Consults Campus and District special education support staff regarding educational, social, medical, and personal needs of students.
13. Assumes responsibility for extracurricular activities, as assigned, and sponsors outside activities, as approved by the campus principal.

Classroom Management and Organization:

14. Cultivates classroom environments conducive to learning, and appropriate for the physical, social, and emotional development of students.

Special Education Teacher, ECSE/ICS/MC/BASE/BASE+/ACCESS

Job Description

15. Manages student behavior and administers discipline in collaboration with the general education teacher and behavior support teacher, including intervening in crisis situations, and physically restraining students, as necessary, and in accordance with the IEP and District policy and procedures.
16. Consults with classroom teachers regarding proper management of student behavior in accordance with the IEP.
17. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communication

18. Establishes and maintains a professional relationship and open communication with parents, students, colleagues, and community members.
19. Follows district and campus norms for resolving concerns and ensures that all interactions are courteous and respectful even when circumstances make it difficult to do so.

Compliance:

20. Maintains accurate pupil accounting records in compliance with local and state requirements including, without limitation, student academic grades, conduct grades and Special Education documentation.
21. Performs all duties and tasks in a manner consistent with all applicable policies, procedures, and practices within the Department and District, with all applicable local, state, and federal regulatory requirements, as well as with all applicable guidelines, standards, and requirements as set forth by governing bodies including, without limitation, Texas Health & Human Services, Texas Education Code, State Board of Education, Texas Education Agency, and Texas Association of School Boards.
22. Stays abreast of federal, state, District, and school regulations and policies applicable to special education teachers, and ensures consistent compliance with such requirements.
23. Maintains relevant and up-to-date understanding, working knowledge, and proficiency of current best practices, as well as state and federal mandates for proper implementation and application of all aspects of IEP's, Section 504 accommodations, emergent bilingual supports through Language Proficiency Assessment Committee (LPAC), and academic and/or behavior Response to Intervention.
24. Fulfills all applicable Texas state mandated continuing professional education requirements applicable to the credentialing requirements of the job and participates in staff development activities to improve job-related skills.
25. Demonstrates applicable standards and practices of professional conduct and care in the performance of the job function.
26. Monitors respective work activity, and the work activity of others, for variances and anomalies.
27. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
28. Participates, as assigned, in audits and in the preparation for audits, whether initiated internally or externally.
29. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

General:

1. Consistently demonstrates support towards the campus and district culture, as well as the campus and District's Shared Vision, Mission, and Promise 2 Purpose.
30. Assists campus leadership in the compilation of miscellaneous confidential reports.
31. Attends campus and District meetings and serves on staff committees, as required.
32. Assists in selecting books, equipment, and other instructional materials as needed.
33. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
34. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols, and standard practices.
35. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
36. Demonstrates proficient working knowledge and understanding of Microsoft Excel, Word, PowerPoint, and Outlook, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, as well as database systems and applications relevant to the job function.
37. Performs other duties as assigned.

Special Education Teacher, ECSE/ICS/MC/BASE/BASE+/ACCESS

Job Description

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- Bachelor's degree from an accredited university
- Active, In Good Standing, and Duly Obtained Standard Texas Teacher Certification **with** Special Education endorsement
- BASE+/ACCESS/ECSE: Content specific teaching certification for positions assigned as teacher of record

CORE KNOWLEDGE, SKILLS & ABILITIES:

Emotional Intelligence – Understands and manages one's own emotions, as well as recognizes and influences the emotions of others.

Teamwork - Working collaboratively with team members to achieve a goal, including having a collaborative, growth mindset that supports feedback from all levels.

Continuous Learning and Self-Development – Proactively investigates new perspectives, approaches, and behaviors, and takes steps to evaluate and improve performance.

Stress Management – Demonstrates resilience and stress tolerance by continuing to perform effectively when faced with time pressures, adversity, disappointment, or opposition.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent sitting, walking, and standing for extended periods of time, as well as frequent reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, operating office equipment, typing using a computer keyboard and mouse, viewing a computer screen monitor, and use of a telephone. This position may require occasional to frequent lifting, carrying and/or moving of objects of up to 45 lbs or more, as well as the positioning of students with physical disabilities, controlling of behavior through physical restraint, assisting non-ambulatory students, and lift and move adaptive and other classroom equipment. May work prolonged or irregular hours. The working environment consists of an indoor and climate-controlled setting the majority of the time with occasional exposure to an outdoor and non-climate controlled setting with frequent exposure to noise.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ Employee ID Number: _____

Employee Signature: _____ Date: _____

Special Education Teacher, ECSE/ICS/MC/BASE/BASE+/ACCESS

Job Description