



# Klein Independent School District

Human Resource Services, 7200 Spring Cypress Rd., Spring, Texas 77379  
(832) 249-4218

## JOB DESCRIPTION

<b>Position:</b>	Special Education Academic Lead Teacher
<b>Pay Grade:</b>	Teacher Pay Scale
<b>Duty Days:</b>	198
<b>Salary:</b>	KISD Current Staff Compensation Plan for Teachers + stipend (as approved in the KISD compensation manual)

**Primary Purpose:** The Special Education ALT is a special education teacher who leads the special education department for the campus by serving as a resource principals, teachers and other staff while maintaining a teaching caseload for special education students.

- Bachelor's degree in education or other related field.
- Master's degree in Special Education from an accredited university preferred.
- Valid Texas teaching certificate or endorsement in Special Education.
- Previous experience in improving outcomes for students with disabilities preferred

### Special Knowledge/Skills:

- Advanced knowledge of curriculum and instruction
- Knowledge of special education federal, state, and local guidelines
- Ability to support special education instructional programs and teaching effectiveness
- Ability to manage budget and personnel
- Ability to organize and coordinate projects
- Ability to interpret and apply policy and procedures to respond to student data
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills
- Ability to recognize the characteristics of high quality teaching in special education classroom

### MAJOR RESPONSIBILITIES AND DUTIES:

- Supports the building principal with the daily operations of supporting teachers in serving and meeting the needs of special education students
- Serves as mentor to new special education team members and supports all teachers through modeling, coaching and professional development
- Ensures timelines are met in accordance with federal, state, and local policies and procedures
- Monitors the implementation of special education services
- Supports instructional staff with improving Special Education instruction.
- Monitors and responds to Special Education data
- Leads department PLCS for special education teachers monthly
- Ensures campus implementation of district practices and procedures for special education
- Collaborates with EAS (Diag), LSSPs and other service providers to develop appropriate IEPs for students
- Coordinates and supports the transition of students between campuses
- Performs the duties and responsibilities of a special education teacher for the teaching caseload

### WORK CONDITIONS:

Maintain emotional control under stress

Work with frequent interruptions

Fulfill roles and duties of the position for the duration of the school day without interfering assignments

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.

**A select number of applicants will be invited for an interview. Only persons with the above credentials and background will be considered.**



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**Both In-district and Out-of-district** applicants should submit an application, and upload resume and copies of educational credentials and certifications (if applicable) through our online application process.

*The Klein Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities which it operates and is an equal opportunity employer.*

*This supplemental position is contingent upon funding from federal funds. Failure to receive funding for the position will render this position void.*