



TEACHER, SPECIAL EDUCATION GENERAL (RESOURCE/INCLUSION)

Rev. Jun 2022

Job No.: T602

Reports to: Principal or designee

Dept./Campus: Assigned Campus

FLSA Status: Exempt

Pay Grade: Teacher Salary Scale

Term: 187 Days

PRIMARY PURPOSE:

To 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. Work in self-contained, team, departmental, or itinerant capacity as assigned. **This position may be contingent upon funding in whole or in part through state or federal grants.**

MAJOR RESPONSIBILITIES AND DUTIES

- Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned.
- Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.
- Participate in ARD Committee meetings on a regular basis.
- Conduct assessment of student learning styles and use results to plan for instructional activities.
- Present subject matter according to guidelines established by IEP. Consult with classroom teachers regarding management of student behavior according to IEP.
- Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.
- Use technology in teaching/learning process.
- Conduct ongoing assessments of student achievement through formal and informal testing.
- Provide or supervise personal care, medical care, and feeding of students as stated in IEP.
- Assume responsibility for extracurricular activities as assigned.
- Sponsor outside activities approved by campus principal.
- Be a positive role model for students; support mission of school district.
- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior and administer discipline. This includes intervening in crisis situations and physically restraining students as necessary according to IEP.
- Consult district and outside resource people regarding education, social, medical, and personal needs of students.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in selection of books, equipment, and other instructional materials.
- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- Maintain a professional relationship with colleagues, students, parents, and community members.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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- Participate in staff development activities to improve job-related skills.
- Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise assigned teacher aide(s) and volunteer(s), student teacher(s), intern(s), beginning teacher(s) as needed.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field.
- Valid Texas teaching certificate appropriate to subject and grade level assigned. Bilingual certification required for bilingual positions.
- Experience in student teaching, internship, fieldwork, observation and all other placements required by universities or state approved programs for certification.

Knowledge/Skills/Abilities:

- Knowledge of special needs of students in assigned area; Admission, Review, and Dismissal (ARD) Committee process and Individual; Education Plan (IEP) goal setting process and implementation; curriculum; and instruction.
- Ability to present information accurately and clearly; manage multiple priorities and projects; and instruct students and manage their behavior.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- May be exposed to outdoor weather conditions during portions of work day.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- Maintain composure and professionalism at all times.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasional requires lifting up to 25 pounds.
- Occasional prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.