



Position: Special Education Teacher

Assignment: Special Education SDI Inclusion/Resource Teacher-Secondary

Wage/Hour Status: Exempt

Reports to: Principal

Pay Grade: TC100/187 days

Dept./School: Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Minimum Education/Certification:

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

Special Knowledge/Skills/Experience:

- Knowledge of special needs of students in assigned area
- Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation
- General knowledge of curriculum and instruction
- At least one year student teaching or approved internship

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 accommodations through the Universal Design for Learning (UDL) framework.
- Implement evidence-based strategies across school settings to address academic, social, or behavioral needs of student.
- Update documentation for data tracking, IEP goals, and minutes.
- Design instruction to meet individual needs based on data analysis.
- Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.
- Implement district approved curriculum across school settings.
- Implement co-teaching models across school settings when serving in general education settings.
- Conduct ongoing assessments of student achievement through formal and informal testing.
- Engage students in data conversations on their progress.
- Create classroom environment conducive to learning and appropriate for 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 with classroom teachers regarding management of student behavior according to IEP.
- Provide flexible academic and behavioral supports in multiple classrooms, in multiple subject areas, and for multiple students.
- 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.
- Use effective communication skills to present information accurately and clearly.
- Follow Special Education Program Guide based on your assigned teaching position.
- Participate in staff development activities to improve job-related skills.
- Keep informed of and comply with federal, state, district, and school regulations and policies and standards for professional conduct for special education teachers.
- Respect cultural and linguistic diversity.
- Attend and participate in faculty meetings and district teacher professional learning opportunities.
- Plan and supervise assignments for teacher aide(s)

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals; specialized positioning equipment
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Frequent walking; occasional fast-paced walking
- Occasional light lifting (25 pounds or less); assist non-ambulatory students; lift and move adaptive and other classroom equipment
- Exposure to biological hazards
- Maintain emotional control under stress; work prolonged or irregular hours; work with frequent interruptions; frequent multi-tasking; during crisis intervention, promote safety using district approved restraints & control techniques

OTHER: All employees are to follow district safety protocols and emergency procedures

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name