



Professional - Job Description

Job Title: Special Education Teacher (Unit)

Pay Grade: Teacher Salary Schedule
+\$4,000 stipend for Self-contained

Reports To: Principal

FLSA: Exempt

Dept. /School: Assigned campus

Minimum Duty Days: 187 days

Primary Purpose:

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. Assisting special education students identified as at-risk of dropping out of school based on state defined criteria, including, but not limited to district-wide student drop-out prevention and recovery strategies.

Minimum Requirements:

- Bachelor's degree from accredited institution.
- Valid Texas teaching certificate for subject and level assigned.

Special Knowledge/Skills:

- 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.
- Knowledge of curriculum and the effective delivery of instruction.
- Ability to instruct students and manage classroom behavior.

Majors Responsibilities and Duties:

Instructional Strategies

1. Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned.
2. Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.
3. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
4. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.
5. Participate in ARD Committee meetings on a regular basis.
6. Conduct assessment of student learning styles and use results to plan for instructional activities.
7. Present subject matter according to guidelines established by IEP.
8. Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.
9. Plan and supervise assignments for teacher aides and volunteers.
10. Use technology in teaching/learning process.

Student Growth and Development

11. Conducts ongoing assessment of student achievement through formal and informal testing.
12. Provide or supervise personal care, medical care, and feeding of students as stated in IEP.
13. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
14. Be a positive role model for students and support mission of school district.

Classroom Management and Organization

15. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
16. Manage student behavior and administer discipline. This includes intervening in crisis situations and physically restraining students as necessary according to IEP.
17. Consult with classroom teachers regarding management of student behavior according to IEP.
18. Consult district and outside resource people regarding education, social, medical, and personal needs of students.
19. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
20. Assist in selection of books, equipment, and other instructional materials.

Communication

21. Establish and maintain open of communication by conducting conferences with parents, students, principals, and teachers.
22. Maintain a professional relationship with colleagues, students, parents, and community members.
23. Use effective communication skills to present information accurately and clearly.
24. Maintain compliance of student confidentiality laws.

Professional Growth and Development

25. Participate in staff development activities to improve job-related skills.

Other

26. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
27. Compile, maintain, and file all reports, records, and other documents required.
28. Attend and participate in faculty meetings and serve on staff committees as required.

Administration and Fiscal/Facilities

29. Perform such other duties as may be assigned.

Supervisory Responsibilities

Supervises assigned teacher aide(s). (If applicable)

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- District/State wide travel
- Exposure to biological hazards
- Prolonged sitting, standing, and walking
- Hearing, speaking clearly
- Working alone
- Working prolonged or irregular hours
- Move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment.
- May be required to lift and position students with physical disabilities; control behavior through physical restraint; and assist non-ambulatory students.

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.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date