



Professional - Job Description

Job Title: Special Education Teacher

Pay Grade: Teacher Salary Schedule

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:

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

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 assessments 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 following guidelines and responsibilities apply and shall be followed in the event distance learning, virtual instruction, or other platform for instruction outside the classroom setting is required or necessary resulting from school closure(s) which may be due to the COVID-19/Coronavirus pandemic, any other type of pandemic, or because of District Board action or resolution, local, state or federal government orders or declaration(s):

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, which includes, but is not limited to, developing and/or modifying curricula, preparation of lessons, and other instructional materials appropriate for the special education students and their ability levels through distance or virtual instruction. In addition, the teacher must assist the students identified as being 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.

Major Responsibilities and Duties (to complement Responsibilities, Duties, and other Strategies set forth above):

Instructional Strategies

30. Develop and implement lesson plans and activities through distance or virtual learning to fulfill the requirements of district's curriculum program and specific requirements for special education students, and show written evidence of preparation and implementation, as required. Prepare lessons in instructional formats that accommodate differences in individual special education student needs.
31. Plan and use appropriate instructional strategies, activities, and resources for distance or virtual learning that reflect understanding of the learning styles and needs of assigned special education students according to guidelines established by Texas Education Agency, board policies, and administrative guidelines (ARD and IEP included).

Student Growth and Development

32. Provide ongoing feedback of special education student achievement through formal and informal methods.
33. Be a positive role model for special education students and support the goals of the campus and school district.

Classroom Management and Organization

34. Create a virtual classroom environment conducive to special education student learning and appropriate for the physical, social and emotional development of students.

Communication

35. Be available by phone, email, or video conferencing between the hours of 8:00 am-5:00 pm to confer with district personnel, students and/or parents. The rest of the workday is committed to planning, preparing, implementing and evaluating lessons and activities.
36. Communicate with students or parents for a minimum of 5 times(s) per week via email, phone, Remind 101, Google Classroom, or other district approved platforms.

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress; work prolonged or irregular hours
- Work with frequent interruptions
- Moderate lifting and carrying
- Prolonged sitting
- Repetitive computer work with frequent use of hands and wrists
- Work inside from home or location other than school building
- Working prolonged or irregular hours
- Working alone
- Hearing and speaking clearly

Dr. Gerardo Cruz
Reviewed and Approved by
Assistant superintendent for Curriculum, Instruction & Assessment

April 24, 2020
Date

Dr. Roberta G. Ramirez
Reviewed and Approved by
Assistant Superintendent for Human Resources

April 24, 2020
Date

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. Any additional assigned duties or responsibilities may be set forth in an Addendum issued by Laredo ISD which will become a part of this Professional – Job Description and which will not require the employee’s written approval or consent to be effective.

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

Employee Name (print)

Employee Signature

Date