Longview Independent School District

Job Description

Teacher – Special Education – Behavioral Unit
IB Primary Years Programme

JOB TITLE:	Teacher – SE-Behavioral Unit IB Primary Years Programme	**WAGE/HOUR STATUS:**	Exempt
REPORTS TO:	Principal/Head of School	**TERMS:**	187 Days
DEPARTMENT:	Campus Assigned	**PAY GRADE:**	Teacher Pay Schedule

PRIMARY PURPOSE:

Provide students with appropriate learning activities and experiences designed to 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 college or university

Valid Texas teaching certificate with required endorsements for subject and level assigned

Special Knowledge/Skills:

- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications, and interpersonal skills

Minimum Experience:

At least one year of field experience (student teaching) or approved internship

MAJOR RESPONSIBILITIES AND DUTIES:

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required

2. Present the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations

Job Description

Teacher – Special Education – Behavioral Unit
IB Primary Years Programme

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Support the IB philosophy in the classroom
4. Attend IB PYP required trainings
5. Develop unit planners for IB units of inquiry
6. Present subject matter based on the IB Standards and Practices
7. Plan collaboratively with other PYP teachers
8. Incorporate the IB Learner Profile and internationalism in all lessons
9. Adhere to the IB mission statement
10. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
11. Conduct assessments of student learning styles and use results for instructional activities
12. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP)
13. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements
14. Plan and supervise assignments of teacher aide(s) and volunteer(s)
15. Use technology to strengthen the teaching/learning process
16. Help students analyze and improve study methods and habits
17. Conduct ongoing assessment of student achievement through formal and informal testing
18. Assume responsibility for extracurricular activities as assigned; sponsor outside activities approved by the campus principal
19. Be a positive role model for students; support mission of school district

Job Description

Teacher – Special Education – Behavioral Unit
IB Primary Years Programme

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

20. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students

21. Manage student behavior in accordance with Student Code of Conduct and student handbook

22. Provide or supervise personal care to include diapering and other essential needs, medical care, and feeding of students as stated in IEP

23. Work cooperatively with general education teachers to provide TEKS based instruction in the inclusion setting

24. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

25. Assist in selection of books, equipment, and other instructional materials

26. Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers

27. Maintain a professional relationship with all colleagues, students, parents, and community members

28. Use effective communication skills to present information accurately and clearly

29. Participate in the district staff development program

30. Demonstrate interest and initiative in professional improvement

31. Demonstrate behavior that is professional, ethical, and responsible

32. Compile, maintain, and file all reports, records, and other documents required

33. Attend and participate in faculty meetings and serve on staff committees as required

34. Comply with district policies, as well as state and federal laws and regulations

35. Adhere to the district's safety policies and procedures

Job Description

Teacher – Special Education – Behavioral Unit
IB Primary Years Programme

MAJOR RESPONSIBILITIES AND DUTIES: (continued)

36. Maintain confidentiality in the conduct of district business

37. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

38. Demonstrate regular and prompt attendance

39. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent/prolonged standing, walking, stooping, bending, kneeling, squatting, pulling, pushing, twisting, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; may require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist nonambulatory students, and lift and move adaptive and other classroom equipment; may work prolonged or irregular hours.

Job Description

Teacher – Special Education – Behavioral Unit
IB Primary Years Programme

EVALUATION:

Teacher Evaluation and Support System (T-TESS)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: April, 2021