



PECOS-BARSTOW-TOYAH ISD

Job Title:	Special Education Teacher-Self Contained	Exemption Status/Test: Exempt/Professional
Reports to:	Principal	Pay Grade: Teacher Pay Scale
Dept./School:	Assigned Campus	Date Revised: 09.30.2025

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 match student ability levels. Work in self-contained, team, departmental, or itinerant capacity as assigned.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited university

Valid Texas teaching certificate with required endorsements

Special Education Certification and Core Content Certification or Demonstrated competency in the core academic subject area assigned

Special Knowledge/Skills:

Knowledge of the core academic subject(s) assigned

Knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

Experience:

Student teaching, approved internship, or related work experience

General Responsibilities and Duties:

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the District.
- Follow and support Board Policies in areas of related responsibility.
- Ensure District resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of District success plans.
- Actively participate in ongoing development to improve work quality and District contribution.
- Model integrity, work ethic, and professionalism as a suitable example for PBTISD students.

Primary 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. Present subject matter effectively and according to guidelines established by IEP. Employ a variety of

instructional techniques and media including technology to meet the needs and capabilities of each student assigned

5. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.
6. Participate in ARD Committee meetings on a regular basis.
7. Participate in selection of books, equipment, and other instructional media.

Student Growth and Development

8. Conduct ongoing assessments of student achievement through formal and informal testing.
9. Provide or supervise personal care, medical care, and feeding of students as stated in IEP.
10. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by campus principal.
11. Consult district and outside resource people regarding education, social, medical, and personal needs of students.

Classroom Management and Organization

12. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
13. Manage student behavior and administer discipline including intervening in crisis situations and physically restraining students as necessary according to IEP.
14. Consult with classroom teachers regarding management of student behavior according to IEP.
15. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
16. Plan and assign the work from the teacher aide(s) and oversee completion.

Other

17. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
18. Maintain professional relationships with parents, students, and colleagues.
19. Participate in staff development activities to improve job-related skills.
20. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
21. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
22. Attend and participate in faculty meetings and serve on staff committees as required.
23. Follow district safety protocols and emergency procedures.
24. Any other duties assigned by supervisor

Supervisory Responsibilities:

Direct the work of instructional aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: 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

Environment: Work inside, may work outside; regular exposure to noise; Exposure to biological hazards

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

This document outlines the general purpose and responsibilities associated with this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Supervisor's Name (Printed): _____

Supervisor's Signature: _____ Date: _____