Burleson ISD

Job Title: Collaborative Teacher  
Wage/Hour Status: Exempt

Reports to: Principal  
Pay Grade: Teacher

Dept/School: Assigned Campus

Primary Purpose:

Provide students with disabilities learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical and social growth in the general education classroom. Work collaboratively with general education teachers while designing, identifying, planning and delivering appropriate specialized instruction in the general education environment. Implementation of services and instructional needs identified by the Admission, Review and Dismissal Committee. Apply instructional best practices as related to specialized instruction aligned to state curriculum and assessment standards while meeting unique needs of the individual learner. Work in collaborative classrooms, team, or departmental capacity as assigned.

Qualifications:

Education/Certification:
Bachelor’s degree from accredited university  
Valid Texas teaching certificate with required special education endorsements for assignments

Special Knowledge/Skills:
Knowledge of specialized instructional research based practices  
Proven ability to work collaboratively with colleagues  
Knowledge of Admission, Review and Dismissal (ARD) Committee process and Individual Education Plan (IEP) development and implementation  
Ability to use student data to guide instructional decisions  
Knowledge of curriculum, instruction and differentiated instructional techniques  
Knowledgeable of instructional best practices for varying degrees of disabilities and needs  
Ability to deliver engaging instruction to meet the varied needs of all learners

Experience
At least one year student teaching or approved internship

Major Responsibilities and Duties:

Instructional strategies:
1. Responsible for ensuring fidelity of high quality instruction in classrooms through comprehensive collaborative planning, and engaging collaborative teaching while providing feedback to learners.
2. Implement instructional, therapeutic or skill development program for students with disabilities while collecting ongoing data regarding the effectiveness of implementation.
3. Increase the level of rigor and student achievement by providing quality instruction aligned to state and district standards.
4. Collaborate with IEP teams including general education teachers and assist in the development of goals and objectives based on observation, assessment data and parent input.
5. Increase student achievement by planning and adjusting instruction responding to student performance on formative and summative assessments.
6. Work collaboratively with the general education teachers to design appropriate accommodations and modifications that assist students while accessing the general education curriculum.
7. Participate in ARD committee meetings on a regular basis.
8. Conduct assessments of student learning styles and use results to plan for instructional activities.
9. Plan and supervise assignments for teachers aide(s) as appropriate.
10. Work collaborative with general education staff in the development of differentiated lessons
11. Develop strategies for maintaining a classroom environment conducive to student learning and utilize effective teaching methods which minimize behavioral needs.
12. Use technology in the teaching and learning process.

**Student Growth and Development**
13. Conduct ongoing assessments of student achievement through formative and summative testing.

14. Work collaboratively as a team with members of the learning department and special services staff.

15. Provide or supervise personal care, medical care and feeding of students if indicated in IEP.

16. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by campus principal.

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

18. Increases knowledge of state and local curriculum guidelines and materials. Attend district professional development of district instructional practices and materials.

19. Attend professional development in order to keep current on federal, state, district and school regulations and policies for special education professionals.

20. Be a positive role model for students; support the mission of the school district.

**Classroom management and Organization**

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

22. Manage student behavior and administer discipline. Implement district PBIS procedures and Behavior Intervention Plans including intervening in crisis situations as necessary according to the student’s IEP.

23. Maintain adequate records of IEP data.

24. Development of organizational systems to be used while analyzing student level data to guide instructional decisions.

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

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

**Communication**

27. Establish and maintain open communication with teachers, administrators, district personnel, other instructional specialists, students and parents.
28. Participate in Professional Learning Communities.

29. Maintain professional relationship with collaborative partner(s) to ensure continuation of best practices related to collaborative teaching in the general education classroom.

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

31. Work collaboratively with general education and special education teachers to develop appropriate modifications and accommodations as needed.

Other

32. Maintain, compile and file all physical and computerized reports, records and/or other documents required.

33. Attend and participate in all team meeting and staff development activities to improve job-related skills.

34. Participate in and attend faculty meetings and serve on staff committees as required.

35. Keep informed of and comply with federal, state, district and school regulations and policies for special education students.

Supervisory Responsibilities

Supervise assigned teacher aide(s)

Working Conditions

Mental demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent driving, standing, stooping, bending, kneeling, pushing and pulling. Move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment. Exposure to biological hazards. Maybe required to assist students with physical and/or emotional disabilities; Assist in the control of behavior through physical restraints; and assist non-ambulatory students when needed.

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 agree to accept the duties and responsibilities of this position.

Signature: _______________________________ Date: __________________

Printed Name: _______________________________ Date: __________________