



SEGUIN INDEPENDENT SCHOOL DISTRICT Job Description

JOB TITLE: Special Education Teacher
REPORTS TO: Campus Principal
DEPT/SCHOOL: Assigned Campus(es)

WAGE/HOUR STATUS: Exempt
PAY GRADE: Teacher
DAYS EMPLOYED: 187
DATE REVISED: April 2025

PRIMARY PURPOSE:

The primary purpose of the Special Education Teacher is to provide individualized instruction, support, and services to students with disabilities to help them achieve their academic, behavioral, and functional goals. The teacher collaborates with general education staff, families, and support personnel to implement individualized education programs (IEPs) in compliance with federal, state, and local regulations, ensuring that all students receive a free and appropriate public education in the least restrictive environment.

QUALIFICATIONS:

Education/Certification:

- Bachelor's Degree or higher from an accredited college or university, and/or the required years of work experience to attain certification
- Valid Texas teacher's certificate, with required special education endorsements for assignments
- Teacher Certification at the appropriate level of assignment

Special Knowledge/Skills:

- Differentiated instruction to meet diverse learning needs
- IEP development and progress monitoring
- Behavior management using positive strategies
- Strong collaboration with staff and families
- Effective communication and documentation skills

Experience:

- At least one year of student teaching or approved internship

MAJOR RESPONSIBILITIES AND DUTIES:

Instruction & Curriculum

- Develop and implement instructional, therapeutic, and skill development programs aligned with students' IEPs.
- Plan and deliver instructional strategies, activities, and materials adapted to students' individual needs and learning styles.
- Modify general education curriculum to support inclusion and ensure student access to grade-level standards.
- Employ a variety of instructional techniques and assistive technologies to support student engagement and learning.

- Use assessment data and progress monitoring tools to guide instruction and evaluate student performance.
 - Conduct formal and informal assessments to identify learning styles and instructional needs.
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IEP & ARD Responsibilities

- Collaborate with students, parents, teachers, and staff to prepare IEPs and ARD documents.
 - Participate in and lead Admission, Review, and Dismissal (ARD) committee meetings.
 - Present student learning objectives and accommodations as established in the IEP.
 - Monitor, document, and report on student progress toward IEP goals.
 - Ensure compliance with all state and federal regulations regarding IEP implementation.
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Collaboration & Consultation

- Work closely with general education teachers to support student inclusion and co-teaching models.
 - Consult with district specialists and outside agencies to meet students' academic, social, and medical needs.
 - Provide support and guidance to teacher aides and volunteers in implementing instructional plans.
 - Maintain open communication with students and families to support progress and address concerns.
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Classroom & Behavior Management

- Create a safe, supportive, and structured classroom environment conducive to learning.
 - Implement individualized behavior intervention plans and manage student behavior as outlined in the IEP.
 - Provide or supervise students' personal care, medical needs, and feeding if required by the IEP.
 - Use crisis prevention and intervention strategies when needed to ensure student and staff safety.
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Professional Expectations

- Serve as a positive role model and support the mission of the school and district.
- Demonstrate ethical behavior and uphold the Texas Code of Ethics and Standard Practices for Educators.
- Participate in professional development, faculty meetings, and staff committees.
- Maintain professional relationships with colleagues, students, families, and the community.
- Assist in selecting instructional materials and resources aligned with student needs and IEP goals.
- Maintain accurate records and complete required documentation, including progress reports and compliance paperwork.
- Abide by district policies, administrative regulations, and Board directives.
- Accept supervision and perform additional duties as assigned, including schedule management, case management, and confidentiality.

Equipment Used

- Computer, including word processing and data management software
- Instructional technology tools (e.g., interactive whiteboards, tablets, assistive devices)
- Standard classroom equipment and educational materials

Working Conditions**Mental Demands:**

- Strong verbal and written communication skills
- Ability to deliver effective instruction and training
- Ability to maintain emotional composure and professionalism under stress

Physical Demands and Environmental Factors:

- Ability to lift, carry, and transport instructional materials and supplies as needed for staff development and classroom support
- Ability to safely de-escalate student behaviors using approved intervention techniques

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Teaching Personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

The forgoing 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.

Reviewed by: _____ Date _____

Employee Signature _____ Date Received _____