



## **SEGUIN INDEPENDENT SCHOOL DISTRICT**

### **Job Description**

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**JOB TITLE:** Special Education Teacher  
**REPORTS TO:** Campus Principal  
**DEPT/SCHOOL:** Assigned Campus

**WAGE/HOUR STATUS:** Exempt  
**PAY GRADE:** Teacher  
**DATE REVISED:** November 2021

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#### **PRIMARY PURPOSE:**

Provide special education students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth. Develop or modify curriculum and prepare lessons and other instructional materials according to ability levels. Work in self-contained, team, departmental, or itinerant capacity as assigned.

#### **QUALIFICATIONS:**

##### **Education/Certification:**

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

##### **Special Knowledge/Skills:**

- Strong communication, public relations, and interpersonal skills
- Excellent organizational skills
- Knowledge of special needs of students in assigned area
- Knowledge of Admission, Review, and Dismissal Committee process and IEP goal setting process and implementation
- General knowledge of curriculum and instruction

##### **Experience:**

- At least one year of student teaching or approved internship

#### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Collaborate with students, parents, and other members of the staff to develop Individual Education Plans (IEP) through the Admission, Review, and Dismissal (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 learning strategies, activities, materials, and equipment that reflect accommodation for individual needs of students assigned.
4. Work cooperatively with classroom teachers to modify regular curriculum as needed and assist students included in regular classes with assignments.
5. Participate in ARD Committee meetings on a regular basis.
6. Conduct assessment of student learning styles and use results for instructional activities.

7. Present the subject matter according to guidelines established by the IEP.
8. Employ a variety of instructional techniques and media consistent with the needs and capabilities of each student assigned.
9. Plan and supervise purposeful assignments for teacher aide(s) and/or volunteer(s).
10. Use technologies in the teaching/learning process.
11. Consistently assist student achievement through formal and informal testing.
12. Provide or supervise personal care, medical care, and/or feeding of students as stated in IEP.
13. Assume responsibility for extracurricular activities as assigned and may sponsor outside activities approved by the school.
14. Present a positive role model for students that supports the mission of the school district.
15. Create a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students.
16. Manage student behavior and administer discipline including crisis intervention and physical restraint of students according to IEP.
17. Consult with regular classroom teachers regarding management of behavior according to IEP.
18. Consult with district and outside resource personnel regarding the 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 the selection of books, equipment, and other instructional materials.
21. Establish and maintain open lines of communication with students and their parents on a consistent basis.
22. Maintain a professional relationship with all colleagues, students, parents, and community members.
23. Use acceptable communication skills to present information accurately and clearly.
24. Participate in the district staff development program.
25. Demonstrate interest and initiative in professional, ethical, and responsible.
26. Demonstrate behavior that is professional, ethical, and responsible.
27. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
28. Compile, maintain, and file all reports, records, and other documents required.
29. Attend and participate in faculty meetings and serve on staff committees as required.
30. Uphold the "Code of Ethics and Standard Practices for Texas Education." Keep informed of and comply with district and school regulations and policies for classroom teachers.
31. Contribute to the educational system by upholding and enforcing school rules, administrative regulations and Board policy.
32. Cooperate with all district personnel in implementing the goals and policies of the district and campus and/or program assigned.
33. Develop and maintain a classroom environment conducive to effective learning (i.e. establish control in the classroom).
34. Demonstrate an active interest in the social, political, and cultural activities of the community.
35. Abide by the Board of Trustees' Policies and Administrative Regulations.
36. The Classroom teacher shall be under the general supervision of the program administrator/supervisor (CTE, gifted/talented, Title I, special education, bilingual, athletics).
37. Other duties as assigned.

**EQUIPMENT USED:**

- Computer
- And/or other forms of instructional technology and equipment

**WORKING CONDITIONS:****Mental Demands:**

- Ability to communicate (verbal and written)
- Ability to instruct
- Ability to maintain emotional control under stress

**Physical Demands/Environment Factors:**

- Ability to transport materials/supplies to be used in staff development sessions and in work sessions with teachers
- Ability to de-escalate physical behaviors with program approved techniques

**REMOTE LEARNING:**

Create a virtual classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students. Be available by phone, email, or video conferencing during indicated work hours (confirm expected work hours with campus administration) 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.

**EVALUATION:**

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

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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.

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Approved by

Date

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Reviewed by

Date

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Employee Signature \_\_\_\_\_ Date Received \_\_\_\_\_