

## Terrell I.S.D. Job Description

*Terrell Independent School District is an Equal Opportunity Employer*

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District.

In accordance with Terrell I.S.D. Board Policy DC (LOCAL) the following position is open:

**Job Title:** Secondary Special Ed Inclusion Teacher

**Work Days:** 171

**Reports to:** Principal

**Pay Grade:** According to [TISD Salary Schedule](#)

**Dept./School:** Terrell Assigned Campus

**Start Date:** 2026-2027 School Year

**Contact Person:** Jasmine Castaneda  
Human Resources Specialist

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

### Qualifications:

#### Education/Certification:

Bachelor's degree from accredited university

Valid Texas teaching certificate

Demonstrated competency in the core academic subject area assigned

#### Special Knowledge/Skills:

Knowledge of special needs of students in assigned area

Knowledge of Admission, Review and Dismissal (ARD) Committee process and Individual Education

Plan (IEP) goal setting process and implementation

Knowledge of how to adapt curriculum and instruction for special needs

Effective communication skills

#### Experience:

At least one year student teaching or approved internship

### Major 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. Conduct assessment of student learning styles. Plan and use 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.

**Communication**

16. Establish and maintain open communication by conducting conferences with parents, students, principals and teachers.
17. Maintain a professional relationship with colleagues, students, parents and community members.

**Professional Growth and Development**

18. Participate in staff development activities to improve job-related skills.
19. Keep informed of and comply with federal, state, district and school regulations and policies for special education teachers.
20. Compile, maintain and file all physical and computerized reports, records and other documents required.
21. Attend and participate in faculty meetings, serve on staff committees as required.

**Other**

22. Maintain friendly customer service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
23. Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
24. Maintain a positive and professional tone in all communications (i.e., email, written, and verbal)
25. Perform other duties and accept other responsibilities as assigned

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Prolonged standing, stooping, squatting, bending, kneeling, pushing and pulling. Frequent walking and physical movements associated with sport (s) assigned. Move small stacks of textbooks, media equipment, desks and other classroom equipment or adaptive equipment. May be required to lift and position students with physical disabilities; control behavior through physical restraint; and assist nonambulatory students. Exposure to biological hazards. Frequent districtwide and statewide travel; frequent prolonged and irregular hours; outdoor exposure to sun and heat.

Daily in-person attendance is an essential function for this position.

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.

**Application Procedures****District Employees:**

1. Complete an internal application online at <https://www.applitrack.com/terrellisd/onlineapp/>
  - a. You may attach an updated resume

- b. You may attach a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Other credentials as applicable

**Outside Applicants:**

1. Online Application <https://www.applitrack.com/terrellisd/onlineapp>
  - a. You may attach a resume and a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
  - b. Other credentials as applicable
2. Official transcript(s) will be requested after a recommendation for hire is received

**Terrell ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:**

Melissa Nichols; *Executive Director of Human Resources*  
700 North Catherine Street  
Terrell, Texas 75160  
Office Number: 972-563-7504