

# United Independent School District

## Department of Human Resources

### SPECIAL EDUCATION TEACHER

#### Campus Assignment

**Primary Purpose:**

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

**Educational Qualifications:**

- Bachelor's degree from accredited university
- Valid Texas teaching certificate, with required special education endorsements for assignments
- Knowledge of special needs of students in assigned area
- Knowledge of Admission, Review, and Dismissal Committee
- Process and IEP goal setting process and implementation
- Knowledge of curriculum and instruction
- Ability to communicate effectively in verbal and written form
- Ability to maintain emotional control under stress

**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 lesson plans as required by law and policy and show written evidence of preparation as required.
3. Implement student IEPs and create written documentation of implementation.
4. Plan and use appropriate instructional/learning strategies, activities materials and equipment that reflect accommodation for individual needs of students assigned.
5. Work cooperatively with classroom teachers to modify curricula as needed and assist students included in general education classes with assignments.
6. Participate in ARD Committee meetings on a regular basis.
7. Conduct assessment of student learning styles and use results for instructional activities.
8. Present the subject matter according to guidelines established by the IEP.
9. Employ a variety of instructional techniques and media consistent with the needs and capabilities of each student assigned and in compliance with IEP.
10. Plan and supervise purposeful assignments for teacher aide(s) and/or volunteer(s).
11. Use technologies to strengthen the teaching/learning process.
12. Consistently assess student achievement through formal and informal testing.
13. Provide or supervise personal care, medical care, and/or feeding of students as stated in IEP.
14. Assume responsibility for extracurricular activities as assigned and may sponsor outside activities approved by the school.
15. Present a positive role model for students that supports the mission of the school district.
16. Create a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students.
17. Manage student behavior and administer discipline including crisis intervention and physical restraint of students according to IEP.
18. Consult with regular classroom teachers regarding management of student behavior according to IEP.
19. Consult with district and outside resource personnel regarding the education, social, medical, and personal needs of students.
20. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

### **Special Education Teacher (Continued)**

21. Supervise students inside classroom and outside classroom during the assigned workday (e.g. hallways, assemblies, emergency drills, or other campus activities.)
22. Assist in the selection of books, equipment, and other instructional materials.
23. Establish and maintain open lines of communication with students and their parents on a consistent basis.
24. Maintain a professional relationship with all colleagues, students, parents, and community members.
25. Use effective communications skills to present information accurately and clearly to students, parents, and staff.
26. Participate in staff development programs and activities to improve job related skills and professional growth.
27. Demonstrate interest in professional improvement.
28. Demonstrate behavior that is professional, ethical, and responsible.
29. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers and special education students.
30. Keep informed of and comply with state, district and campus policies for classroom teachers, including daily attendance, punctuality, and confidentiality. Regular, consistent attendance is required for this position.
31. Compile, maintain, and file all reports, records, and other required documents.
32. Maintain accurate, complete, correct records as required by law, district policy, and administrative regulations.
33. Attend and participate in faculty meetings and serve on staff committees in compliance with school district policy.
34. Demonstrate behavior that is professional, ethical, and responsible.
35. Comply with the Texas Educator's Code of Ethics.
36. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
37. Assist in maintaining a safe and healthy work environment.

#### **Distance Learning and Virtual Instruction Duties and Responsibilities**

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

38. Develop and implement lesson plans through distance or virtual learning to fulfill the requirements of district's curriculum program and show written evidence of preparation, as required. Prepare lessons in instructional formats that accommodate differences in individual student needs.
39. Plan and use appropriate instructional strategies, activities, and resources for distance or virtual learning that reflect understanding of the learning styles and needs of assigned students according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
40. Be available by phone, email, or video conferencing during regular business hours 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.
41. Communicate with students or parents as directed by campus administration.
42. Provide ongoing feedback of student achievement through formal and informal methods.
43. Create a virtual classroom environment conducive to learning and appropriate for physical, social, and emotional development of students.
44. Usage of personal equipment, including but not limited to personal cellular phone, personal computer computers, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
45. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

#### **Working Conditions:**

Ability to communicate effectively (verbal and written); Employee should be willing to perform working hours in addition to the regular school day in compliance with the teacher contract, law and school district policy. This position may involve exposure to high level noise, varying temperatures, computer screen and computer keyboard use.

Ability to lift and position students and/or control student behavior; assisting non-ambulatory students; and biological exposure to bacteria and communicable diseases. Movement is necessary (walking, standing, bending, lifting, kneeling and stooping and/or be mobile) while performing job related functions. Lifting materials associated with the classroom environment is required, such as books or teaching aides up to approximately 20 lbs. Movement through the campus and classroom is necessary to facilitate learning, supervision and classroom management.

Special education teachers may also be required to pick up students, restrain students in compliance with law, run, jog and spend large quantities of time on the floor, sitting, squatting, stooping, and/or kneeling.

**Special Education Teacher (continued)**

**Distance Learning Working Conditions:**

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

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

**Terms of Employment:**

Wage / Hour Status:	Exempt
Minimum Salary:	Teacher Pay Schedule
Stipend:	\$1,400 Resource \$4,000 Self Contained Unit
Minimum Work Days:	187
Months:	10

**Date Last Revised:** 08/25

*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 skill that may be required.*