



Title:	Special Education Teacher	Pay Grade:	Teacher Salary Schedule
Reports to:	Principal	FLSA:	Exempt
Department	Campus Assigned	Length of Assignment:	12 months or as assigned

Summary

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. Adhere to federal and state laws, as well as, district policies, procedures, and regulations.

Major Responsibilities and Essential Functions:

Essential Functions

1. Collaborate with students, parents and relevant staff to develop an individualized education plan that addresses the needs of assigned students. Present subject matter according to guidelines established by IEP, using effective communication skills to present information accurately and clearly.
2. Develop and implement lessons that are instructional, therapeutic or skills based and address the goals and objectives of the student IEP. Continuously monitor and assess students for growth.
3. Plan and use appropriate instructional and learning strategies, activities, materials and equipment that reflect understanding of the learning styles and needs of students assigned. Employ a variety of instructional techniques and media to meet the needs and capabilities of each student.
4. Work cooperatively with general education teachers to modify or accommodate lessons to meet the instructional needs of assigned students. Collaborate in the selection of instructionally appropriate lessons and materials that support the needs, learning style and levels of assigned students.
5. Come prepared to actively participate in ARD committee meetings. Collaborate and consult with general education teachers to manage student behaviors according to the IEP.
6. Conduct ongoing assessments of student achievement through formal and informal testing. Incorporate technology in a meaningful manner to support teaching and learning.
7. Provide or supervise personal care, basic medical care and feeding of students as stated in the IEP. Consult District and outside resources regarding educational, social, medical and personal needs of students.
8. Create a classroom environment conducive to learning and appropriate for the physical, social and emotional development of students. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
9. Plan and oversee assignments for instructional aides and volunteers.
10. Attendance at the work site is required to meet the essential functions of the job.

Communication

11. Establish and maintain open communication by conducting conferences with parents, students, principals and teachers. Maintain a professional relationship with colleagues, students, parents and community members.
12. Conduct frequent conferences with parents, students, teachers and principals to ensure all student achievement is discussed and communicated.
13. Use clear, effective and professional communication.

Student Growth and Development

14. Provide formative and summative assessment of student achievement and use results to provide feedback and plan instructional activities.
15. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal taking all safety precautions.

Classroom Management and Organization

16. Follow the districts discipline policy and student IEP to support and manage student behavior. Intervene in crisis situations to deescalate or restrain students following the district supported intervention method.
17. Manage student behavior in accordance with the Student Code of Conduct and student handbook.
18. Compile, maintain and file all reports, records and other documents required.

Other Responsibilities

19. Attend and participate in training and staff development to improve job-related skills and to keep up with best practices, state and highly qualified certification requirements. Keep informed of and comply with state, District, and school regulations and policies for documents required.
20. Work with other members of staff to determine instructional goals, objectives and methods according to District requirements.
21. Maintain a professional code of ethics and be a positive role model for students. Support the mission of the District.
22. Attend and participate in faculty meetings and serve on staff committees as required.
23. Keep up to date with changes in the state TEKS curriculum.
24. Perform other duties as assigned.

Virtual and Online Teaching Duties (additional as assigned)

1. 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 Texas Education Agency, board policies, and administrative regulations.
2. Be available by phone, email, or video conferencing during regular school business hours to confer with district personnel, students, and/or parents. Participate in meetings as required and/or coordinated by supervisors. Utilize the workday to plan, prepare, implement, and evaluate student work, lessons and activities.
3. Communicate with students and parents for a minimum of one time per week via phone, email, website, educator communication app, or video/virtual conferencing.
4. Respond to all correspondence from parents and students within the next business day of receipt.
5. Create a virtual classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal or district issued computer, phone system, video/instructional equipment, and peripherals. Automated external defibrillator (AED) as assigned after receiving appropriate training.

Posture: Prolonged standing, sitting, frequent kneeling, squatting, bending, stooping, pushing, pulling and twisting.

February 12, 2024

Special Education Teacher

The Ysleta Independent School District does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information or disability in employment or the provision of services. If an accommodation is required, the District should be advised. The Ysleta ISD is an equal opportunity employer.

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

Lifting: May be required to lift and position students with physical disabilities, control behavior through physical restraint and assist non-ambulatory students. Movement of textbooks, media equipment, desks and other classroom or adaptive equipment

Environment: Work inside, outside, from home or location other than school building, and exposure to noise. Possible exposure to biological hazards

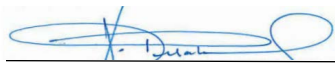
Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

Qualifications

Bachelor's degree from an accredited college/university; valid Texas teaching certificate with the required special education and core content endorsements for area assigned; meets federal and No Child Left Behind guidelines for highly qualified; successfully completed student teaching or approved internship. 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; general knowledge of curriculum and instruction; ability to instruct students and manage their behavior; strong organizational, communication and interpersonal skills.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approvals



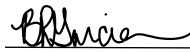
Superintendent

2/19/2024

Date



Division



Human Resources

Employee Acknowledgement

I hereby acknowledge receipt of my personal copy of this job description and agree to all duties and responsibilities outlined.

Signature

Date

Print Name