



Job Title: Special Education Teacher

Contract Days: 187 days

Reports to: Multi-District Programs Principal

Exempt Status: Exempt

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 in accordance with their Individualized Education Plan (IEP). 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 with required special education endorsements for assignments

Special Knowledge/Skills:

Ability to work with children with disabilities

Ability to instruct students and manage their behavior

Computer skills including keyboarding and use of computer software applications

Familiarity with special education services

General knowledge of curriculum and instruction

Creativity and flexibility with services

Excellent organizational, communication, and interpersonal skills

Knowledge of assistive technology, devices, and equipment

Bilingual preferred

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 IEP 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 and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
4. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.

5. Participate in IEP committee meetings on a regular basis.
6. Conduct assessment of student learning styles and use results to plan for instructional activities.
7. Present subject matter according to guidelines established by IEP.
8. Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.
9. Plan and supervise assignments for teacher aide(s) and volunteer(s).
10. Use technology in teaching/learning process.

Student Growth and Development:

1. Conduct ongoing assessments of student achievement through formal and informal testing.
2. Provide or supervise personal care, medical care, and feeding of students as stated in IEP.
3. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by campus principal.
4. Be a positive role model for students; support mission of school district.

Classroom Management and Organization:

1. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
2. Manage student behavior and administer discipline. This includes intervening in crisis situations and physically restraining students as necessary according to IEP.
3. Consult with classroom teachers regarding management of student behavior according to IEP.
4. Consult district and outside resource people regarding education, social, medical, and personal needs of students.
5. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
6. Assist in selection of books, equipment, and other instructional materials.

Communication:

1. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
2. Maintain a professional relationship with colleagues, students, parents, and community members.
3. Use effective communication skills to present information accurately and clearly.

Administration:

1. Accurately compile, maintain, and file all physical and computerized reports, records and other documentation within established timelines and utilizing required resources such as electronic student data management system, online calendar and email, site sign-in sheets, and other systems for reporting services and progress.
2. Comply with policies established by federal and state law, State Board of Education rule, local board policy, and DLSEC guidelines.
3. Comply with all district and campus routines and regulations.
4. Effectively communicate with colleagues, supervisors, member-district staff, students, parents, and other stakeholders.
5. Participate in professional development activities to improve skills related to job assignment.

Other:

1. Maintain confidentiality.
2. Maintain credentials (e.g., certificate, license) as required to perform job duties.
3. Model behavior that is professional, ethical, and responsible.
4. Demonstrate an acceptance of and an ability and willingness to work with individuals of varying physical and mental capacities from diverse cultural and ethnic backgrounds.
5. Keep appointments and adhere to designated work schedule.
6. Use time in a productive manner.
7. Demonstrate the ability to work collaboratively and independently.
8. Support and assist with DLSEC events for students and staff.
9. Perform other duties as assigned by supervisor.

Supervisory Responsibilities:

Supervise assigned teacher aide(s), student teachers.

Equipment Used:

Standard office equipment including personal computer and peripherals
Wheelchair lift and ramp, PE equipment, other assistive equipment as necessary
Adaptive equipment for special needs

Working Conditions:**Mental demands/physical demands/environmental factors may include but are not limited to:**

- Frequent engagement with students in physical activities
- May work prolonged or irregular hours
- Maintain emotional control under stress
- Work with frequent interruptions
- Possible exposure to biological hazards and communicable diseases
- **Posture:** frequent or prolonged walking, standing, sitting, stooping, bending, kneeling, pushing, pulling, and twisting
- **Motion:** repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- **Lifting:** regular lifting and carrying (up to 40 pounds)
- **Travel:** travel to campuses/districts, administrative offices, meetings, professional development opportunities, and other job-related activities

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties and skills that may be required. The Administration and/or Supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Employee Signature

Date

Employee Printed Name