Job Title: Special Education Teacher

Wage/Hour Status: Exempt

Reports to: Principal or Designee

Dept./School: Assigned Campus

Pay Grade: Salary Schedule

Work Days: Work Calendars

Primary Purpose:

Provide students receiving special education support 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 with required special education endorsements for assignments

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
- General knowledge of curriculum and instruction

Experience:

- Student teaching, approved internship in special education classroom

Major Responsibilities and Duties:

Instructional Strategies:

- Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned
- Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
- Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments
- Conduct assessment of student learning styles and use results to plan instructional activities
- Present subject matter according to guidelines established by IEP
- Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned
- Plan and supervise assignments for teacher aide(s)

- Use technology in teaching/learning process

Student Growth and Development:

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

Classroom Management and Organization:

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

Communication:

- Establish and maintain open of communication by conducting conferences with parents, students, principals, and teachers.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use effective and professional communication skills to present information accurately and clearly.
- Accurately complete and maintain all required documentation for Medicaid-related and Personal Care Services in a timely manner

Professional Growth and Development

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

Other:

- Maintain Confidentiality
- Other duties as assigned
- Follow district safety protocols and emergency procedures

Supervisory Responsibilities:

- Supervise students on the playground, in the cafeteria or in other areas as assigned.
- Direct the work of the Teaching Aide, as assigned

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

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

Motion: Frequent walking

Lifting: May be required to lift and position students with physical disabilities; assist no ambulatory students or use restraint in case of emergency situations

Environment: May work inside and/or outside; regular exposure to noise; possible exposure to biological hazards

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

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. Duties are subject to change. All EISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPPA) for employee and student information.