



**Job Title:** Special Education Teacher

**Exemption Status/Test:** Exempt/Professional

**Reports to:** Principal

**Date Revised:** December 1, 2015

**Dept. /School:** Assigned Campus

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**Primary Purpose:**

To provide educational services to students with disabilities, responsible for planning, developing, delivering and evaluating appropriate individualized educational services, learning programs and instruction in both self-contained and integrated settings in consultation with other school personnel.

**Qualifications:**

**Education/Certification:**

Bachelor's degree from accredited university  
Valid Texas teaching certificate with required endorsements or training for subject and level assigned  
Demonstrate competency in the core academic subject area assigned  
Valid Texas Special Education certification

**Special Knowledge/Skills:**

Knowledge of core academic subject assigned  
Knowledge of curriculum and instruction  
Ability to instruct students and manage their behavior  
Strong organizational, communication, and interpersonal skills  
Knowledge of local, state, and federal regulations and policies affecting special education  
Knowledge of current special education practices and methodologies  
Knowledge of educational technology applications

**Experience:**

One year student teaching or approved internship

**Major Responsibilities and Duties**

**Instructional Strategies**

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations/modifications for differences in individual student differences.
2. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the needs of students' assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
3. Conduct formal/informal assessments of assigned students and use results to plan instructional activities.
4. Work cooperatively with general education teachers to modify curricula as needed for special education students according to guidelines established in the Individualized Education Program (IEP).

5. Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

### **Student Growth and Development**

6. Conduct ongoing assessment of student achievement through formal and informal testing.
7. Assume responsibility for extracurricular activities as assigned.
8. Be a positive role model for students; support mission of the school district.
9. Prepares all required paperwork for students Admission, Review and Dismissal (ARD) meeting within timelines.
10. Attends and participates in ARD meetings.

### **Classroom Management and Organization**

11. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
12. Manage student behavior through monitoring, supervising, and assessing behavioral patterns and when necessary develop and implementing a behavior intervention plan based upon results of the functional behavior assessment in accordance with students' IEPs.
13. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
14. Assist in selecting books, equipment, and other instructional materials.
15. Compile, maintain, and file all reports, records, and other documents required.
16. Plan, develop and implement individualized learning plans for each student.

### **Communication**

17. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.
18. Assist parents with understanding and supporting educational objectives, learning expectations and behavioral standards.
19. Maintain regular communication with parents by means of email, phone calls, conferences, progress reports and report cards.

### **Professional Growth and Development**

20. Participate in staff development activities to improve job-related skills.
21. Comply with state, district, and school regulations and policies for classroom teachers.
22. Attend and participate in faculty meetings and serve on staff committees as required.
23. Maintain a current knowledge of special education best practices and trends.

### **Supervisory Responsibilities**

Direct the work of assigned instructional aide(s).

### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse

**Lifting:** Occasional light lifting and carrying (under 50 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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