



Job Title: Teacher - Special Education – Elementary STEPS **Pay Grade:** Exempt/Professional

Reports to: Principal

Revised: 01/25/2024

Dept./School: Assigned Campus

The **STEPS** program has been created to provide elementary students in grades 1-5 a safe, structured, and nurturing environment that focuses on students' social emotional well-being and academic success. The program vision is to challenge students to work to their highest potential and encourage student responsibility as they develop academically, socially, and emotionally. **STEPS** emphasizes personal responsibility and self-discipline as a road map to the successful return of students to their home campus with more developed skills to be successful in the regular school setting.

Primary Purpose:

The role of the special education teacher is to 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.

Qualifications:

Education/Certification:

- Bachelor's degree from accredited university
- Valid Texas teaching certificate with required special education endorsements

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 (IE) goal setting process and implementation

Responsibilities:

Instructional Strategies

- 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 for differences in individual student differences.
- Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
- Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
- Conduct assessment of student learning styles and use results to plan instructional activities.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.
- Use technology to strengthen the teaching/learning process.

Student Growth and Development

- Help students analyze and improve study methods and habits.



- Conduct ongoing assessment of student achievement through formal and informal testing.
- 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 in accordance with Student Code of Conduct and student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in selecting books, equipment, and other instructional materials.

Communication

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Professional Growth and Development

- Participate in staff development activities to improve job-related skills.
- Comply with state, district, and school regulations and policies for classroom teachers.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Compile, maintain, and file all reports, records, and other documents required.

Supervisory Responsibilities:

- Direct the work of assigned instructional aide(s).

Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment; [P.E. teachers: automated external defibrillator (AED)]
- **Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- **Motion:** Frequent walking
- **Lifting:** Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment
- **Environment:** Work inside, may work outside; regular exposure to noise
- **Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

Wage/Hour Status: Exempt

Pay Grade: Teacher, Nurse (RN), Librarian

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

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.