

Special Education Teacher Job Description

Job Title:	Special Education Teacher	Exemption Status:	Exempt/Professional
Reports to:	Principal	Pay Grade:	Teacher table
Dept./School:	Assigned Campus	Calendar Days:	varies
Contract:	Probationary/Term	Revised:	1/23/2020

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. Develop or modify curricula and prepare lessons and other instructional materials to match 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
- Knowledge of how to adapt curriculum and instruction for special needs
- Effective communication skills

Experience:

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 ARD 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. Conduct assessment of student learning styles. 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. Present subject matter effectively and according to guidelines established by IEP. Employ a variety of instructional techniques and media including technology to meet the needs and capabilities of each student assigned
5. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.

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6. Participate in ARD Committee meetings on a regular basis.
7. Participate in selection of books, equipment, and other instructional media.

Student Growth and Development

8. Conduct ongoing assessments of student achievement through formal and informal testing.
9. Provide or supervise personal care, medical care, and feeding of students as stated in IEP.
10. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by campus principal.
11. Consult district and outside resource people regarding education, social, medical, and personal needs of students.
12. Be a positive role model for students; be professional in appearance, in manner, and in attitude; and support mission of school district.

Classroom Management and Organization

13. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
14. Manage student behavior and administer discipline including intervening in crisis situations and physically restraining students as necessary according to IEP.
15. Consult with classroom teachers regarding management of student behavior according to IEP.
16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
17. Plan and assign the work of teacher aide(s) and volunteer(s) and oversee completion.

Communication

18. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
19. Maintain professional relationships with parents, students, and colleagues.
20. Demonstrate consistent loyalty to district, school, colleagues, and profession, being highly positive and supportive in staff relationships.

Professional Growth and Development

21. Participate in staff development activities to improve job-related skills.
22. Attend and participate in faculty meetings and serve on staff committees as required.
23. Actively pursue a long-range program of professional growth; continually seeking self-improvement.

Other

24. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.

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25. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
26. Assume other duties as assigned by the principal and the Superintendent of Schools.

Supervisory Responsibilities

Direct the work of instructional aide(s).

Evaluation

Teachers will be evaluated by their administrator using Aldine ISD's Invest appraisal system earning one of the following levels of job performance:

- Highly Effective
- Effective
- Needs Improvement
- Ineffective

Work Environment

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals, and other instructional equipment

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

Motion: Frequent walking

Lifting: May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist nonambulatory students, and lift and move adaptive and other classroom equipment; may work prolonged or irregular hours

Environment: Exposure to biological hazards

Mental Demands: Maintain emotional control under stress

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.