



LIBERTY HILL ISD

# Office of Human Resources

## Job Description: Teacher - Special Education

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**Job Title:** Teacher - Special Education, RISE, ESLE

**FLSA:** Exempt

**Reports to:** Principal

**Funding Source:** Special Education

**Dept/Campus:** Assigned Campus

**Pay Grade:** Teacher Salary Scale

**Date Revised:** August 2023

**Service Calendar:** 187

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### PROFILE OF A LIBERTY HILL EDUCATOR

Liberty Hill ISD Educators are compassionate leaders, effective collaborators, adaptable thinkers, determined problem-solvers, and skilled communicators.

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### PRIMARY PURPOSE

Under the general supervision of the School Principal, to facilitate student success and growth in academic and interpersonal skills through implementing district approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of individual students and by creating a flexible, safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc...

### QUALIFICATIONS

#### Education/Certification

- Texas State Certification.
- Texas State Certification in Special Education.
- Bachelor's from an accredited college or university in Special Education or related discipline applicable to teaching assignment.

#### Knowledge/Skills/Abilities

- Knowledge of current teaching methods and educational pedagogy, as well as differentiating instruction based upon student learning styles.
- Knowledge of school curriculum and concepts.
- Develops lesson plans and instructional materials and translates lesson plans into learning experiences to best utilize the available time for instruction.
- Knowledge of data information systems, data analysis and the formulation of action plans.



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- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network systems and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation regarding performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops, or professional meetings, or by conducting research.

### **Major Responsibilities and Duties**

- Develops and administers school curriculum consistent with school district goals and objectives and aligned to individual student educational plans.
- Promotes a classroom environment that is safe and conducive to individualized and small group instruction, and student learning.
- Develop Individual Education Plans based on students' progress, and current levels of academic and functional performance.
- Conducts ongoing assessment of student learning, and modifies instructional methods to fit individual student's needs, including students with special needs; conducts individual and small group instruction as needed.
- Represents the district in ARD meetings as case manager for students.
- Instructs students in the principles of responsible citizenship and other subject matters specified in applicable laws, as well as administrative regulations and procedures of the school system.
- Organizes and maintains a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct conforms with the school's standards and school district policies and establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Coordinates with other professional staff members, especially within grade level, to evaluate and assess curriculum, and participates in faculty meetings and committees.
- Selects and requisitions appropriate books, instructional aids and other supplies and equipment and maintains inventory records.



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- Supervises students in activities that take place outside of the classroom during the school day, including activities involving school transportation.
- Administers standardized tests in accordance with District testing programs.
- Establishes and maintains consistent and positive communication with families.
- Creates student and staff (teacher and aide) schedules that support students Schedule of Services.
- Supervises aides in the classroom setting.
- Teach students all necessary curriculum and skills.
- Assist students with physical/medical needs such as feeding, lifting, toileting, and personal hygiene as needed.
- Assist students with emotional/behavioral needs.
- Monitor student behavior and maintain classroom discipline as necessary, including intervening in crisis situations and restraining disruptive and/or dangerous student behavior as needed.
- Work collaboratively to improve programs.
- Participate in professional development that increases effectiveness and improves District performance.
- Interact positively with employees and the community to provide needed information and to promote the District in a favorable manner
- Perform other job-related duties as assigned.

### Equipment

- Uses standard office equipment such as LHISD computers, printers, copiers, and telephone.

### Travel Requirements

- Travels to school district buildings and professional meetings as required.

### MENTAL/PHYSICAL & ENVIRONMENTAL DEMANDS

- 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.



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- Lifting: May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist non ambulatory 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.

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

Employee Name (printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_