

Terrell I.S.D. Job Description

Terrell Independent School District is an Equal Opportunity Employer

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District.

In accordance with Terrell I.S.D. Board Policy DC (LOCAL) the following position is open:

Job Title: Special Education Teacher

Work Days: 187

Reports to: Principal

Pay Grade: According to TISD Salary Schedule

Dept./School: Campus assigned

Start Date: 2022-2023 School Year

Contact Person: Stacey Ellis
Executive Director of Human Resources

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 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
Demonstrated competency in the core academic subject area assigned

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:

At least 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 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.
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.

Classroom Management and Organization

12. Create classroom environment conducive to learning and appropriate for the physical, social and emotional development of students.
13. Manage student behavior and administer discipline including intervening in crisis situations and physically restraining students as necessary according to IEP.
14. Consult with classroom teachers regarding management of student behavior according to IEP.
15. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.

Communication

16. Establish and maintain open communication by conducting conferences with parents, students, principals and teachers.
17. Maintain a professional relationship with colleagues, students, parents and community members.

Professional Growth and Development

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

Other

22. All other duties as assigned

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing and pulling. Move small stacks of textbooks, media equipment, desks and other classroom equipment or adaptive equipment. May be required to lift and position students with physical disabilities; control behavior through physical restraint; and assist nonambulatory students. Exposure to biological hazards. Frequent districtwide and statewide travel; frequent prolonged and irregular hours; outdoor exposure to sun and heat.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

By my signature, I have reviewed the above job description and directed any questions regarding clarification to the Human Resources Department.

Received by: _____ **Date:** _____

Employee Signature

Application Procedures

Please submit requested information to:

Terrell ISD Human Resources Department
Attention: Stacey Ellis, Executive Director of Human Resources
700 North Catherine Street
Terrell, Texas 75160
Office Number: 972-563-7504
Fax: 972-551-5712
Email: stacey.ellis@terrellisd.org

District Employees:

1. Letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Resume
3. Transfer form by deadline date

Outside Applicants:

1. Letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Certificate(s)
3. Resume
4. Online Application go to www.teacherjobnet.org
5. Transcripts
6. DPS Computerized Criminal History (CCH) Verification form. Contact TISD Human Resources Department.

After you have submitted the online application please contact Jasmine Castaneda at 972-563-7504 ext. 3338 or email her at jasmine.castaneda@terrellisd.org to let her know which position you are applying for.

Terrell ISD has a strong commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people including men, women, ethnic minorities and individuals with disabilities.