INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: SPED Inclusion/Content Mastery Teacher **Exemption Status/Test:** Exempt **Reports to:** Principal **Date Revised:** April 28, 2025 **Dept./School:** Assigned Campus

Primary Purpose:

Provide students with appropriate learning activities and experiences in all core academic subject areas assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

- Bachelor's degree from an accredited university
- Valid Texas Special Education Certification, required
- Valid Texas teaching certificate with Core Content endorsements, required

Demonstrated competency in the core academic subject area assigned

Special Knowledge/Skills:

- Knowledge of specialized curriculum and instruction
- Knowledge of the Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal-setting process and implementation
- Ability to instruct students and manage moderate to severe behavior
- Knowledge of common learning characteristics of students with autism, intellectual disabilities, and emotional disabilities.
- Strong organizational, communication, and interpersonal skills

Experience:

- One-year student teaching or approved internship preferred

Major Responsibilities and Duties:

Instructional Strategies

1. Prepares for classes assigned, employing instructional methods and materials that are most appropriate for meeting stated objectives, using and keeping written plans as evidence of preparation.

2. Ensure that all learners have access to grade-level curriculum.

3. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect an understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.

4. Assess student learning styles and use results to plan instructional activities and academic intervention plans.

5. Prepare ARD/IEP documents accurately and participate professionally in ARD Committee meetings. Distribute these documents to parents and staff according to district guidelines. Maintain and submit necessary documentation for the district's Medicaid billing program as required.

6. Work cooperatively with general education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).

7. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.

8. Provide content mastery support for students receiving instruction in a general education setting as outlined in the IEP.

9. Provide and supervise inclusion supports as required by the IEP caseload.

10. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments. Plan and assign work to instructional aide(s) and oversee completion.

Student Growth and Development

11. Conduct ongoing assessments of student achievement through formal and informal testing.

12. Maintain documentation of instruction and learner progress and report progress per district procedures.
13. Be a positive role model for students; support the mission of the school district.

Classroom Management and Organization

14. Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

15. Manage student behavior by the Student Code of Conduct and student handbook while using Behavior Intervention Plans as a supplement.

16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

17. Compile, maintain, and file all reports, records, and other documents required.

Communication

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

Professional Growth and Development

19. Participate in staff development activities to improve job-related skills. 20. Comply with state, district, and school regulations and policies for classroom teachers. 21. Attend and participate in faculty meetings and serve on staff committees as required. **Additional Duties:**

22. Any and all other duties as assigned by your immediate supervisor.

Supervisory Responsibilities:

Direct the work of assigned instructional aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computers and peripherals; standard 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 non-ambulatory students,

and lift and move adaptive and other classroom equipment; may work prolonged or irregular hours.

Environment: Work inside and outside (exposure to the sun, heat, cold, and inclement weather); noise exposure.

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.