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: Special Education Resource Teacher	Exemption Status: Exempt Work Calendar 187 Days
Reports to: Executive Director of Special Education Dept./School: Special Education	Date Revised: 2026–2027

Primary Purpose:

Provide specialized instruction to students with disabilities who require Resource services as determined by the Admission, Review, and Dismissal (ARD) Committee. The Resource Special Education Teacher designs and delivers specially designed instruction (SDI) aligned to each student's Individualized Education Program (IEP), enabling students to make meaningful academic progress while increasing independence and access to the general education curriculum.

The Resource Teacher collaborates with general education teachers, related service providers, campus administration, and families to ensure students receive appropriate supports, accommodations, and interventions that promote academic achievement and successful participation in the least restrictive environment (LRE).

Qualifications:

Education/Certification

- Bachelor's degree from an accredited college or university
- Valid Texas Teaching Certificate
- Valid Texas Special Education EC–12 Certification
- Valid Content or Generalist Certification

Preferred Qualifications

- ESL Certification preferred
- Experience teaching students with diverse learning needs
- Experience in data-driven instruction and progress monitoring

Major Responsibilities and Duties:

Instruction

- Provide specially designed instruction aligned with each student's IEP.
- Deliver individualized and small-group instruction using research-based instructional practices.
- Develop lessons that address identified areas of need while maintaining alignment to the Texas Essential Knowledge and Skills (TEKS).
- Differentiate instruction to meet the unique learning needs of students.
- Utilize a variety of instructional strategies and materials to maximize student engagement and achievement.
- Promote student independence through explicit instruction and skill development.

IEP Implementation

- Implement all accommodations, modifications, goals, and services outlined in each student's IEP.
- Monitor student progress toward annual IEP goals.
- Maintain ongoing progress monitoring data to inform instructional decisions.
- Ensure instructional services are delivered according to the frequency, duration, and location identified in the IEP.
- Maintain confidentiality of student records.

Assessment and Progress Monitoring

- Administer curriculum-based assessments and other progress monitoring tools.
- Collect and analyze student performance data regularly.
- Adjust instruction based on student progress.
- Prepare accurate and timely IEP progress reports.
- Assist in gathering information for reevaluations and ARD meetings.

Collaboration

- Collaborate with general education teachers to support student success within the least restrictive environment.
- Provide guidance regarding accommodations and modifications.
- Participate in collaborative planning meetings.
- Work with related service providers to coordinate services.

- Communicate regularly with parents regarding student progress.
- Participate in ARD meetings and implement committee decisions.

Classroom Environment

- Establish a positive, structured, and inclusive learning environment.
- Maintain high expectations for student behavior and academic achievement.
- Implement classroom management strategies that promote engagement and independence.
- Foster positive relationships with students and families.

Compliance and Documentation

- Maintain accurate instructional documentation and service logs.
- Complete required Special Education documentation within established timelines.
- Ensure all student records are current and compliant.
- Participate in compliance reviews and audits as requested.

Professional Responsibilities

- Participate in required district professional development.
- Maintain required certifications.
- Collaborate with campus and district staff to improve instructional practices.
- Demonstrate professionalism and ethical conduct.
- Perform other duties as assigned.

Supervisory Responsibilities:

Supports Instructional Assistants assigned to their classroom.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motions; frequent keyboarding and travel between campuses as required.

Lifting: Occasional light lifting and carrying up to 20 pounds.

Environment: May work prolonged or irregular hours.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Reviewed Name and Date: _____

Approved By and Date: _____