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: Substitute Special Education Teacher	Exemption Status: Non-Exempt Work Calendar As Needed
Reports to: Campus Principal Dept./School: Special Education	Date Revised: 2026–2027

Primary Purpose:

Provide instructional and classroom support in the absence of the assigned Special Education Teacher while maintaining a safe, structured, and supportive learning environment. The Substitute Special Education Teacher implements teacher-provided lesson plans and supports students in accordance with their Individualized Education Programs (IEPs).

The Substitute Special Education Teacher supports the academic, behavioral, functional, and personal care needs of students with disabilities while maintaining confidentiality and following all campus, charter, state, and federal requirements.

Qualifications:

Education/Certification

- High school diploma or equivalent required
- Bachelor's degree from an accredited college or university preferred
- Valid Texas Teaching Certificate and Special Education certification preferred
- Meet all ILTexas requirements for substitute employment

Preferred Qualifications

- Experience working with students with disabilities or diverse learning needs
- Knowledge of classroom management and positive behavior supports
- Ability to follow written lesson plans, IEP accommodations, behavior plans, and safety procedures

Major Responsibilities and Duties:

Instruction

- Implement lesson plans and instructional activities provided by the Special Education Teacher.
- Provide individual, small-group, and whole-group instruction as appropriate to the assignment.
- Implement accommodations, modifications, supplementary aids, and supports identified in students' IEPs as directed.
- Assist students in accessing and participating in the general education curriculum to the greatest extent appropriate.
- Maintain established classroom routines, schedules, expectations, and instructional structures.
- Promote student independence while providing the level of support required for student success.

IEP Implementation and Student Support

- Follow each student's IEP, behavior intervention plan, safety plan, and other student-specific procedures made available for the assignment.
- Maintain active supervision of students throughout the instructional day and during transitions.
- Assist students with functional and daily living needs as required by the classroom assignment and individual student needs.
- Provide personal care assistance, including toileting, diapering, feeding, hygiene, mobility, and positioning, when required.
- Follow established health, safety, emergency, and crisis-response procedures.
- Immediately report concerns regarding student safety, health, behavior, or well-being to the appropriate campus administrator or Special Education staff member.

Classroom Environment

- Maintain a positive, structured, respectful, and inclusive learning environment.
- Use positive behavior supports and classroom management strategies consistent with campus and Special Education procedures.
- Support students during arrival, dismissal, lunch, recess, electives, transitions, and other school activities as assigned.
- Ensure students remain appropriately supervised at all times.

Collaboration

- Work cooperatively with Instructional Assistants, teachers, administrators, related service providers, and other staff assigned to support students.

- Follow directions provided by the classroom teacher, campus administration, and Special Education staff.

- Communicate significant student needs, concerns, or events to the appropriate staff member.

- Leave appropriate notes for the returning teacher regarding instruction completed and significant classroom information.

Compliance and Confidentiality

- Maintain confidentiality of all student information in accordance with FERPA, IDEA, and ILTexas requirements.

- Review only student information necessary to safely and appropriately perform the substitute assignment.

- Do not make changes to a student's instructional program, accommodations, services, behavior plan, or IEP.

- Follow teacher and campus directions regarding documentation, data collection, behavior tracking, or other required student information.

Professional Responsibilities

- Follow campus schedules, procedures, and professional expectations.

- Maintain professional boundaries and communicate respectfully with students, staff, and families.

- Demonstrate professionalism, dependability, flexibility, and ethical conduct.

- Perform other duties as assigned based on student, classroom, campus, and program needs.

Supervisory Responsibilities:

Supervise students and support Instructional Assistants assigned to the classroom as appropriate to the substitute assignment and under the direction of campus administration.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office and classroom equipment, including personal computer and peripherals; adaptive or instructional equipment as required by student needs.

Posture: Frequent standing and walking; occasional sitting, bending/stooping, kneeling, pushing/pulling, and twisting.

Motion: Frequent movement throughout the classroom and campus; repetitive hand motions and keyboarding as needed.

Lifting: May be required to assist with student mobility, positioning, or transfers in accordance with student plans and ILTexas safety procedures.

Environment: Work primarily in classroom and school settings; may work outdoors during arrival, dismissal, recess, transportation, or school activities; may be exposed to biological materials while assisting with personal care.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; respond appropriately to behavioral, medical, and safety needs; exercise sound judgment and maintain confidentiality.

Reviewed Name and Date: _____

Approved By and Date: _____