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: Apprentice Special Education Teacher
Exemption Status/Test: Exempt
Reports to: Campus Principal, Director of Special Education / Mentor Teacher
Date Revised: 09/2025
Dept./School: SPECIAL EDUCATION

Primary Purpose:

The Apprentice Special Education Teacher is an entry-level teaching position designed for individuals who are pursuing certification in special education or are new to the field. This role provides the opportunity to learn on the job while actively supporting students with disabilities. Under the supervision of a certified special education teacher, the apprentice will assist with instructional planning, delivery of lessons, classroom management, and compliance with state and federal requirements.

Qualifications:

Education/Certification:

Bachelor's degree required (or currently enrolled in a teacher preparation program).

Working toward alternative certification or traditional certification in Special Education.

Special Knowledge/Skills:

Commitment to working with students with disabilities and supporting inclusive practices.

Strong communication, organizational, and teamwork skills.

Growth mindset and openness to feedback.

Major Responsibilities and Duties:

Support the implementation of Individualized Education Programs (IEPs) under the guidance of a certified teacher.

Assist in providing differentiated instruction, accommodations, and modifications to meet the diverse needs of students.

Collaborate with general education teachers to ensure inclusion and access to the general curriculum.

Collect data on student progress and behavior as directed by the supervising teacher.

Participate in IEP meetings, professional development, and coaching sessions to build knowledge and skills.

Assist with maintaining compliance records and timelines in accordance with IDEA and state requirements.

Create a positive, supportive, and structured learning environment for students.

Demonstrate a willingness to learn, accept feedback, and grow professionally into the role of a certified special education teacher.

Additional Duties:

Any and all other duties assigned by immediate supervisor.

Goal of the Role:

To develop into a fully certified, independent special education teacher while ensuring students receive consistent, high-quality support during the apprenticeship period.

Mental Demands/Physical Demands/Environmental Factors:
Environment: This position requires flexibility, collaboration, and dedication. The Apprentice Special Education Teacher will split time between direct student support, professional learning, and mentorship activities.
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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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.

Reviewed by Date

Received
by _____ Date _____