Special Education Teacher
Job Description

Job Title: Special Education Teacher (IDEA-B)

Reports to: Principal/Assistant Principal/Director of Special Education

Dept./School: Campus as assigned

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. Funded by IDEA-B, with the primary purpose of providing special education students and related services designed to meet their unique needs and prepare them for further education, employment, and independent living.

Qualifications:

Education/Certification:
Bachelor's degree from accredited university
Valid Texas teaching certificate with required special education endorsements for assignments
Demonstrated competency in the subject area(s) 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
General knowledge of curriculum and instruction

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. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.

4. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.

5. Participate in ARD Committee meetings on a regular basis.

6. Conduct assessment of student learning styles and use results to plan for instructional activities.

7. Present subject matter according to guidelines established by IEP.

8. Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned.

9. Plan and supervise assignments for teacher aide(s) and volunteer(s).

10. Use technology in teaching/learning process.

Student Growth and Development

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

12. Provide or supervise personal care, medical care, and feeding of students as stated in IEP.

13. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by campus principal.

14. Be a positive role model for students; support mission of school district.

Classroom Management and Organization

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

16. Manage student behavior and administer discipline. This includes intervening in crisis situations and physically restraining students as necessary according to IEP.

17. Consult with classroom teachers regarding management of student behavior according to IEP.

18. Consult district and outside resource people regarding education, social, medical, and personal needs of students.

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

20. Assist in selection of books, equipment, and other instructional materials as required.

Communication

21. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.

22. Maintain a professional relationship with colleagues, students, parents, and community members.

23. Use effective communication skills to present information accurately and clearly.

Other

24. Participate in staff development activities to improve job-related skills.

25. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.

26. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

27. Attend and participate in faculty meetings and serve on staff committees as required.

28. Maintain confidentiality.

29. Other duties as assigned.

Supervisory Responsibilities:

Supervise assigned teacher aide(s).

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 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.

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.

Approved by _____ Date _____

Reviewed by _____ Date _____