



# Longview Independent School District

## JOB DESCRIPTION TEACHER – SPECIAL EDUCATION

<b>JOB TITLE:</b>	Teacher – Special Education	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Teacher Pay Schedule

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### 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

### QUALIFICATIONS:

#### Education/Certification:

Bachelor's degree from accredited college or university  
Valid Texas teaching certificate with required special education endorsements for subject and level assigned  
Meet the "Highly Qualified" requirement under NCLB standards

#### 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
- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications, and interpersonal skills

#### Experience:

At least one year of field experience (student teaching) or approved internship

### 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



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Instructional Strategies (continued)

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. Work cooperatively with general education teachers to provide TEKS based instruction in the inclusion setting
6. Participate in ARD Committee meetings on a regular basis
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



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

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. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
19. Assist in selection of books, equipment, and other instructional materials

### Communication

20. Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers
21. Maintain a professional relationship with colleagues, students, parents, and community members
22. Use effective communication skills to present information accurately and clearly

### Other

23. Participate in staff development activities to improve job-related skills
24. Compile, maintain, and file all physical and computerized reports, records, and other documents required
26. Attend and participate in faculty meetings and serve on staff committees as required
27. Comply with district policies, as well as state and federal laws and regulations
28. Adhere to the district's safety policies and procedures
29. Maintain confidentiality in the conduct of district business
30. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
31. Demonstrate regular and prompt attendance
32. Other duties as assigned



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### SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; may be required to lift and position students with physical disabilities; control behavior through physical restraint; assist non-ambulatory students

**EVALUATION:** Performance Development Appraisal System (PDAS)

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: August, 2009**