



# Longview Independent School District

## JOB DESCRIPTION TEACHER – SPECIAL EDUCATION, EDUCATION UNIT

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|--------------------|---|--------------------------|----------------------|
| <b>JOB TITLE:</b>  | Teacher – Special Education<br>Education Unit | <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 students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical and social growth; enable students to develop competencies and skills to function successfully in society

### QUALIFICATIONS:

#### Minimum 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:

- Specific knowledge of needs of students in disability categories
- 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
- Knowledge of ARD process and IEP goal setting process, implementation, and documentation

#### Minimum Experience:

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

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

2. Present the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations
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. Conduct assessments of student learning styles and use results for instructional activities
5. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP)
6. Work cooperatively with general education teachers to provide TEKS based instruction in the inclusion setting
7. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements
8. Plan and supervise assignments of teacher aide(s) and volunteer(s)
9. Use technology to strengthen the teaching/learning process
10. Help students analyze and improve study methods and habits
11. Conduct ongoing assessment of student achievement through formal and informal testing
12. Assume responsibility for extracurricular activities as assigned; sponsor outside activities approved by the campus principal
13. Be a positive role model for students; support mission of school district
14. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
15. Manage student behavior in accordance with Student Code of Conduct and student handbook
16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

17. Assist in selection of books, equipment, and other instructional materials
18. Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers
19. Maintain a professional relationship with all colleagues, students, parents, and community members
20. Use effective communication skills to present information accurately and clearly
21. Participate in the district staff development program
22. Demonstrate interest and initiative in professional improvement
23. Demonstrate behavior that is professional, ethical, and responsible
24. Compile, maintain, and file all reports, records, and other documents required
25. Attend and participate in faculty meetings and serve on staff committees as required
26. 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)
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