

Comal ISD Job Description**Special Education Teacher**Rev. 12/2009

Job Title:	Special Education Teacher	Wage/Hour Status:	Exempt
Reports to:	Campus Principal	Pay Grade:	Teacher Salary
Dept/School:	Assigned Campus	Days:	187
Date Revised:	12/2009	Job Code:	Varies

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.

Education / Certification:

1. Bachelor's degree from an accredited university.
2. Valid Texas teaching certificate with required special education endorsements for assignments.

Special Knowledge / Skills:

1. Knowledge of special needs of students in assigned area.
2. Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation.
3. General knowledge of curriculum and instruction.

Experience / Other Requirements:

1. At least one year of student teaching or an 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.
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, and 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.

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. Responsible for properly maintaining district records, adhering to all policies set forth by the district for records maintenance and learning the records retention schedule for department records.
29. Performs other duties as assigned.

Supervisory Responsibilities:

Supervise assigned teacher aide(s).

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintain emotional control under stress.
2. Frequent standing, stooping, bending, kneeling, pushing, and pulling.
3. Move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment.
4. May be required to lift and position students with physical disabilities.
5. Control behavior through physical restraint.
6. Assist non-ambulatory students.
7. 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.

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Employee Name (please print) _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____