

Victoria Independent School District-Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Special Education Teacher		Assigned Campus	Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Teacher	Based on Experience	187	Exempt	December 2020

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.

Qualification Guidelines:

Education/Certifications:

Bachelor's degree from accredited university

Valid Texas Teaching certificate with required special education endorsements for assignments

Experience:

At least one-year student teaching or approved internship

Special Knowledge/Skills/Abilities:

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

Supervisory Responsibilities:

Supervise assigned teacher aide(s)

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent standing/bending/kneeling/stooping/pushing/pulling, and twisting

Motion: Repetitive hand motions including keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying; 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

Environment: May work prolonged or irregular hours; control behavior through physical restraint, and assist non-ambulatory students; exposure to biological hazards; occasional districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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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 by utilizing appropriate behavior intervention strategies.
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.

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Communication

21. Establish and maintain open lines of 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. Perform other duties as assigned.

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