

Killeen Independent School District Job Description

Job Title: Teacher Special Education
Reports To: Principal and/or Coordinator for Special Education Campus Operations
FLSA Status: Exempt

SUMMARY

Provides students with appropriate learning activities and experiences designed to provide an appropriate education for intellectual, emotional, physical, and social growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Plans and implements curriculum and utilizes effective teaching strategies.

Confers with parents, administrators, teachers, support staff, and others to develop IEP's for students.

Prepares draft goals and objectives for assigned students prior to ARD meetings as directed by campus ARD Administrator.

Participates in ARD meetings and provides all requested/required documentation.

Implements individual educational plans (IEP's) and instructional materials to meet individual needs of students with disabilities.

Conducts on-going formative and summative assessments to monitor student progress on goals and objectives and completes required progress reports.

Serves as case manager for assigned students.

Maintains appropriate records, to include attendance, progress and interim reports, updated IEP's, grade reports, and any other required documentation. Protects the confidentiality of student records and information.

Confers with students and discusses with parents information related to progress (academically and behaviorally).

Observes special education students in various educational settings at school, including the general education classroom, in order to provide evaluations of instructional strategies and modifications, facilitate curriculum coordination between general and special education, and evaluate appropriateness of the student's IEP.

Selects and cares for special education equipment and other instructional materials. Maintains an inventory of special education equipment. Arranges and adjusts tools and work aids such as worktables, computers, and any other assigned equipment – such as orthopedic equipment, as required.

Employs a variety of instructional techniques and media, and demonstrates and utilizes technology and audiovisual aids that are consistent with the needs and capabilities of students.

Develops, in accordance with district and building guidelines, reasonable rules of classroom behavior and appropriate disciplinary techniques which are consistently applied, in order to teach and maintain order and discipline in the classroom.

Works with students to increase motivation. Provides consistent reinforcement for learning, continuous assessment of level of functioning, and continuous feedback to students for all learning activities to include development of good study habits.

Assists student with physical needs, i.e. diapers, catheter, tube feedings, etc.

Participates in district's professional learning opportunities. Attends staff, department, and committee meetings as required. Shares knowledge that will improve teaching and learning.

Keeps informed of and complies with federal, state, district, and school regulations and policies for classroom teachers.

Presents subject matter according to guidelines established by the Texas Education Agency, Board of Trustees policies, and administration regulations.

Maintains regular, on-time attendance.

Demonstrates behavior that is professional, ethical, responsible, and in accordance with the Educator's Code of Ethics, at all times.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises one or more teachers aide(s) and/or volunteer(s). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees/volunteers; planning, assigning, and directing work; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Bachelor's degree.

CERTIFICATES, LICENSES, REGISTRATIONS

Texas teaching certificate with a special education endorsement and/or certification.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from students, administration, staff, parents, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to calculate and apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations, if teaching higher levels of math.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk. The employee will occasionally lift or carry (45 pounds or more) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting non-ambulatory students, and lifting and moving adaptive equipment; may work prolonged or irregular hours. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: October 30, 2018

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.