



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Special Education Teacher

Salary Block: Teacher Salary Scale

Reports To: Principal

Terms of Employment: 187 Days

Exemption Status: Exempt

Primary Purpose:

Provide students with appropriate learning activities and experiences in the subject area(s) assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society and be college ready.

Qualifications:

Education/Certification:

- Valid Texas teaching certificate in Special Education
- Demonstrated competency in the subject area(s) assigned
- Bachelor's Degree from an accredited college or university

Special Knowledge/Skills:

- Knowledge of core academic subject assigned
- Knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior in a constructive and positive manner
- Strong organizational, communication and interpersonal skills
- Demonstrated competency of digital-age work and student learning
- Must be able to lift 50 – 150 pounds

Experience:

- One year student teaching or approved internship

Specialized Responsibilities and Duties:

1. Collaborates with other general and special education teachers in planning and implementing the specific instructional program for the individual needs of the students.
2. Works with the principal, support staff, and general education teacher in identifying and solving problems related to the students.
3. Diagnoses and assesses individual student needs with regard to instructional goals and objectives in cooperation with the general education teacher.
4. Utilizes teaching techniques and classroom strategies to accommodate the various learning styles and modes of the students by differentiating the instruction.
5. Assists in the selection of programs, equipment, and materials to meet the needs of the students.
6. Effectively performs assignments relating to record keeping, reporting, and materials accounting.
7. Serves on the ARD Committee when appropriate; provides input as well as recommendations for annual review on each student.
8. Justifies the relevancy of student activities to the Individual Education Plan (I.E.P.).

ADOPTED: 3-5-85

AMENDED: 10-10-00, 4-27-07, 11-18-09, 2-3-10, 3-12-10, 12-13-12,
2-13-15, 10-5-16, 10-23-17, 09-21-18

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9. Provides written review of student progress through consultation with and input from the student's regular teacher
10. Promotes positive community relations through effective and frequent communication with parents and community members.
11. Performs other appropriate duties and functions as assigned by the Director and/or Principal.

Major Responsibilities and Duties:

Instructional Strategies:

1. Exhibit a comprehensive understanding of content, discipline, and related pedagogy as demonstrated through the quality of the design and execution of lessons and the ability to match objectives and activities to relevant state standards such as Texas Essential Knowledge and Skills, College and Career Readiness Standards, and English Language Proficiency Standards.
2. Develop and implement timely lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations and/or modifications that differentiate for individual student needs.
3. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students, and present subject matter according to guidelines established by Texas Education Agency, board policies and administrative regulations.
4. Employ a variety of instructional techniques, integrate and actively use technology and media consistent with the physical limitations of the assigned location and the needs and capabilities of the students involved.
5. Demonstrate understanding of instructional planning and timely delivery pacing by providing standards-based, data-driven, differentiated instruction that engages students, incorporates appropriate use of technology, and makes learning relevant for today's learners.
6. Work cooperatively with special population teachers to modify curricula as needed for students being served through special programs.
7. Work collaboratively with other members of faculty and staff to determine instructional goals, objectives, and methods according to district and campus requirements.
8. Accept shared responsibility for project-based, interdisciplinary and/or thematic campus initiatives that provide both intervention and enrichment opportunities for all students.

Student Growth and Development

9. Be a positive role model for students and support the mission of the campus and the district.
10. Work to ensure high levels of learning, social-emotional development, and achievement outcomes for all students, taking into consideration each student's educational and developmental background and focusing on each student's needs.
11. Review and analyze multiple sources of data incorporating both formal and informal methods to measure and assess student growth aligned to instructional goals and course objectives and to adjust instructional strategies and content delivery as needed.
12. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.

Classroom Management, Organization and Lesson Preparation

13. Interact in respectful ways with students at all times, maintaining a physically and emotionally safe, supportive learning environment that is characterized by efficient and effective routines, clear expectations for all student behavior, and organization that maximizes student learning.
14. Punctually and promptly meet and instruct assigned classes in the assigned location.
15. Manage student behavior in accordance with Student Code of Conduct and student handbook.
16. Take reasonable precautions to protect students, equipment, materials and facilities.
17. Assist in selecting books, equipment, and other instructional materials.
18. Maintain accurate, complete and correct records as required by law, district policy and administrative regulation, in alignment with state standards in the assigned subject area(s).

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Communication

19. Work to establish and maintain open lines of communication with students and their parents concerning the academic and the behavioral progress of all assigned students.
20. Hold oneself to the highest standard for individual development, pursue leadership opportunities, collaborate with other educational professionals, communicate regularly with stakeholders, maintain professional relationships, comply with all campus and school district policies, and conduct yourself ethically and with integrity in accordance with the Texas Educators' Code of Ethics.

Professional Growth and Development

21. Establish, maintain and apply personal and professional growth through the use of technological resources and a variety of methods, such as independent research, learning new technological applications and attending district professional development opportunities aligned to campus and District goals.
22. Comply with state, district, and school regulations and policies for classroom teachers.
23. Adhere to all safety rules and procedures of the SISD safety program.
24. Attend and participate in faculty meetings and serve on staff committees as required.
25. Adhere to professional dress and grooming in accordance to district and campus regulations.
26. Demonstrate the ability to attend work on a regular and routine basis to avoid disruption to district operations.
27. Perform any other duties as assigned by the appropriate supervisor.
28. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals, standard instructional equipment, and automated external defibrillator (AED) as assigned after receiving appropriate training.

Posture: Prolonged standing, frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours and may be required to attend faculty, campus, or District meeting as determined by the campus Principal

Other: Maintain physical and electronic reports, records, and other required district documentation (have it available upon request)

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

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Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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