San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Special Education Teacher

Exemption Status: Exempt

Reports To: Campus Principal

Pay Grade: Teacher Salary

Works with: Students/Staff/Parents

Days: 187

Dept. /Campus: Campus Assigned

Date Revised: 06/11/2020

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 match student ability levels. Work in self-contained, team, departmental, or itinerant capacity as assigned.

Prerequisites:

- Bachelor's Degree from accredited university; and
- Valid Texas teaching certificate with required special education endorsements or required training for assignments.

Special Knowledge/Skills:

- 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
- Knowledge of how to adapt curriculum and instruction for special needs
- Effective communication skills

Major Responsibilities and Duties:

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. Conduct assessment of student learning styles. 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. Present subject matter effectively and according to guidelines established by IEP. Employ a variety of instructional techniques and media including technology to meet6 the needs and capabilities of each student assigned.

5. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.

6. Participate in ARD Committee meetings on a regular basis.

7. Participate in selection of books, equipment, and other instructional media.

8. Conduct ongoing assessments of student achievement through formal and informal testing.

9. Provide or supervise personal care, medical care, and feeding of students as stated in IEP.

10. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by campus principal.

11. Consult district and outside resource people regarding education, social, medical, and personal needs of students.

12. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

13. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.

14. Manage student behavior and administer discipline including intervening in crisis situations and physically restraining students as necessary according to IEP.

15. Consult with classroom teachers regarding management of student behavior according to IEP.

16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

17. Plan and assign the work of teacher aide(s) and volunteer(s) and oversee completion.

18. Establish and maintain open communication by conducting conferences with parents, students, and community members.

19. Maintain a professional relationship with colleagues, students, parents, and community members.

20. Use effective communication skills to present information accurately and clearly.

21. Participate in staff development activities to improve job related skills.

22. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.

23. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

24. Attend and participate in faculty meetings and serve on staff committees as required.

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

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

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

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

---

This document 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.

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____