

Special Education Teacher

**Waco Independent School
District JOB
DESCRIPTION**

Job Title:	Teacher - Special Ed	Wage/Hour Status:	Exempt/Contracted
Reports To:	Principal(s)	Pay Grade/Days:	Teacher / 187
Dept./School:	Assigned Campus(es)	Date Revised:	June 2017

Primary Purpose:

Serve as Special Education Case Managers to develop and oversee the implementation of a student IEP's. Collect and analyze multiple sources of data to provide input on student progress regarding the general curriculum. Monitor each student on their caseload for adherence to attendance and disciplinary policies. Maintain compliance with federal, state, and district policies or procedures. Provide Specially-Designed Instruction, using research-based methodologies, to assist with student progress on IEP's.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university
Valid Texas teaching certificate(s) with required special education endorsements for assignments

Special Knowledge/Skills:

Knowledge of disability categories, and ability to develop Specially-Designed Instruction to address individualized needs

Expertise in differentiated instructional strategies, to include academic and behavioral strategies

Knowledge of curriculum and instruction

Ability to analyze data in order to recommend instructional practices

Ability to manage personnel, when necessary

Superior organizational, time management, communication, public relations, and interpersonal skills

Superior problem-solving skills

Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation

Experience

Approved student teaching/internship

Major Responsibilities and Duties:

1. Comply with all Special Education Case Manager responsibilities per the Case Manager Handbook, Special Education Department procedures, and campus/District procedures.
2. Develop, oversee the implementation of, and progress monitor student IEP's.

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3. Report progress to the parent(s)/guardian(s) as outlined in student IEP's.
4. Train the general education teacher(s) in how to effectively implement student IEP's prior to the first day of instruction and immediately following each ARD.
5. Collaborate with the general education teacher(s) to ensure that special education students are receiving the services outlined in their IEP's, and that students are making progress in the general education curriculum. This shall be on an individualized basis regarding student IEP's.
6. Attend all required meetings, i.e. ARD meetings, Case Manager Meetings, staffings, faculty meetings, PLC's, etc..
7. Serve as a liaison between general education and special education, i.e. disseminate information gained from professional development trainings at the campus level.
8. Collaborate with students, parents, and other members of staff to develop IEP's through the ARD Committee process for each student assigned.
9. Plan and use appropriate research-based instructional and learning strategies, activities, materials, and equipment that reflect understanding or the learning needs of students assigned.
10. Plan and supervise assignments for teacher paraprofessional (s) and volunteer (s), as required.
11. Prepare lessons and lesson plans as required.
12. Manage student behavior, to include implementation of behavior intervention plans and research-based behavioral interventions and methodologies.
13. Intervene in crisis situations and physically restrain students, within District approved procedures, as necessary for staff and student safety.
14. Establish and maintain appropriate communication and professional relationships with parents, students, colleagues, and community members.
15. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including the Special Education Principal's Notebook.
16. Perform other duties related to Special Education as assigned.

Supervisory Responsibilities:

Supervise assigned teacher paraprofessional(s).

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other

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classroom or adaptive equipment. May be required to lift and position students with physical disabilities, control behavior through physical restraint; and assist non-ambulatory students. Exposure to biological hazards.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name

Employee ID #

Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Executive Director of Human Resources at 254-755-9473 and/or Waco ISD Director of Athletics, at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Executive Director of Human Resources at 254-755-9473. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Section 504 Coordinator at 254-755-9473 or; P.O. Box 27, Waco, TX, 76703.