



Teacher – Special Education

Job Overview

The job of the Teacher – Special Education was established for the purpose(s) of providing support to the instructional process by serving as a teacher with specific responsibility for developing success for special education students in the areas of academics, interpersonal skills and activities of daily living; supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress by collecting and analyzing data.

This job reports to the School Site Principal.

Essential Functions

- Adapts classroom instruction and assists in providing accommodation and/or modifications, after collaborating with general education teachers, for the purpose of providing students with instructional materials that address individualized learning plans with established lesson plans.
- Administers developmental testing programs, subject specific assignments, etc. for the purpose of assessing student competency levels and/or developing individual learning plans.
- Administers, if a nurse is not available, first aid and assistance to children (e.g., toileting, diapering, etc.) for the purpose of providing appropriate care for children as assigned.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations; student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals (e.g., behavioral, motor development and communication skills, academic needs, vocational abilities, etc.) for the purpose of providing feedback to students, parents, and administration.
- Collaborates with instructional staff, other school personnel, parents, and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Counsels and refers to related services, if needed, students for the purpose of improving performance, health status, problem solving techniques, and a variety of personal issues.
- Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student requirements.
- Develops and implements specialized instructions to students for the purpose of improving their success in academics through a defined course of study.



Participates in a variety of meetings, including IEP, referral, and/or data meetings for the purpose of conveying and/or gathering information required to perform functions.

- Prepares a variety of written materials (e.g., adaptive materials, grades, attendance, anecdotal records, IEP's, behavior logs, data, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Maintains special education files, both paper and electronic files, as directed by federal, state, and local practices.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Reports incidents (e.g., altercations, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies.

Working Environment

This job is performed in a standard office environment and in a generally clean and healthy environment. Generally, the job requires 40% sitting, 20% walking, and 40% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Up to 25% travel may be required to support recruiting activities.

Qualifications

Minimum experience: Job-related experience is required.

Minimum education: Bachelor's degree in related field required.

Required Testing:
None Specified

Required Certificates and/or Licenses:
Teachers Certification and/or License

FLSA Status:
Exempt

Continuing Education/Training:
Maintain Licensure

Clearances:
Criminal Justice Fingerprint/Background Clearance

Employee Type:
Certified

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