

Job Title: Special Education Teacher-Life Skills **Exemption Status/Test:** Exempt/Professional
Reports to: High School Principal **Date Revised:** 3/30/16
Dept./School: Assigned Campus

Primary Purpose:

Provide special education students age 18-21, who have completed academic credits towards high school graduation, with learning activities and experiences designed to foster independent daily living through the development of social, personal, and employability skills. Work collaboratively with local community college to assist students in gaining access to appropriate Continuing Education courses that will enhance the students' ability to achieve independent living. Develop or modify curricula and prepare lessons and other instructional materials as appropriate.

Qualifications:

Education/Certification:

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

Experience:

Three years special education teaching in a secondary setting. General education teaching experience in CTE preferred.

Major Responsibilities and Duties:

Instructional Strategies

1. Collaborate with students, parents, and local community college staff members to develop IEP through the ARD Committee process for each student assigned.
2. Implement an instructional program for assigned students and show written evidence of preparation, implementation and progress 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 meet the needs and capabilities of each student assigned.

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5. Work cooperatively with local community college instructors and staff to modify Continuing Education curricula as needed and assist special education students in regular classes with assignments.
 6. Participate in ARD Committee meetings on a regular basis.
 7. Deliver instruction utilizing alternate methods of education.

Student Growth and Development

8. Conduct ongoing assessments of student achievement through formal and informal testing.
9. Consult district, community college and outside resource people regarding the development of students' independent living skills.

Classroom Management and Organization

10. Create classroom environment conducive to learning and appropriate for the social and emotional development of students.
11. Manage student behavior according to IEP.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Plan and assign the work of teacher aide(s) and volunteer(s) and oversee completion.

Other

14. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
15. Maintain professional relationships with parents, students, and colleagues.
16. Participate in staff development at the high school to improve job-related skills.
17. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
18. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
19. Attend and participate in faculty meetings and serve on staff committees as required.

Supervisory Responsibilities:

Direct the work of instructional aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals, and other instructional equipment

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

Motion: Frequent walking

Lifting: May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities. May work prolonged or irregular hours.

Environment: Exposure to biological hazards

Mental Demands: 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.

Reviewed by _____ Date _____

Received by _____ Date _____