

# SPECIAL EDUCATION TEACHER

**Job-Type:** Full time  
**Reports to:** Campus Principal  
**Wage/Hour Status:** Exempt  
**Duty Days Assigned:** 187 days

**Fund:** 420

## Qualifications:

### Education/Certification:

- Bachelor's Degree required
- Valid Texas Special Education Teaching Certificate
- ESL Certification (preferred)
- Previous Special Education teaching experience preferred

### Experience:

- A minimum of 3 years teaching experience in a low income school with demonstrated exemplary student results.

## Skill Requirements:

- This position requires the ability to apply knowledge of current education and instructional theories, methodologies, techniques, and principles, knowledge of subject matter, and knowledge of State, Local, and Federal laws and regulations affecting the lives and education of students.
- This position requires an understanding of child and adolescent development. Incumbent must have the skills to manage student behavior.
- Candidate must have the ability to communicate effectively using a variety of media, work with others as a team, organize and maintain records, manage time and resources effectively and efficiently, and evaluate performance and provide constructive feedback.

## Performance Responsibilities:

- Collaborate with General Education and Special Education teachers in support of students' instructional needs.
- Maintain accurate and complete student records, and prepare reports as required by laws, district policies, and administrative regulations.
- Maintain strict student confidentiality.
- Teach socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement.
- Establish and maintain procedures to ensure order among students.
- Confer with parents, administrators, testing specialists, and professionals to develop individual educational plans designed to promote students' educational, physical, and social development.
- Provide differentiated instruction in support of students' goals and objectives in one or more subject areas such as English, mathematics, or science.  
Employ special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory.  
Modify the general education curriculum for special-needs students, based upon a variety of instructional techniques and technologies.

Revised: 08/03/2021

- Meet with teachers, administrators and/or parents to discuss individual students' needs and progress.  
Evaluate students' performance and academic development.
- Use technology and other equipment and materials to supplement instruction as necessary.
- Administer standardized tests as required.
- Attend staff meetings as required.
- Follow standard procedures for communication, interaction, and discipline

**Physical Effort and Work Environment:**

- Services are generally provided within a standard classroom environment.
- Some movement throughout the classroom is generally necessary to facilitate learning (e.g., standing, walking, stooping, bending, sitting, and/or kneeling).
- Light lifting of materials and other objects associated with a classroom environment is required (e.g., books, teaching aids, up to approximately 20 – 40 lbs.).
- Special Education Teachers may also be required to pick up students, restrain students as needed, and spend large quantities of time on the floor sitting, squatting, and/or kneeling.
- Field trips may be made.
- Candidate should be willing to contribute directly or indirectly to the development of children both inside and outside the classroom, which may include working hours in addition to the regular school day.
- This position may involve rare exposure to blood or body fluids.
- Regular attendance is required for this position.

**Personal Work Relationships:**

- Candidate receives administrative supervision and is typically evaluated formally one time per year.
- It is expected that less experienced candidates will receive additional guidance on instructional matters and that those with more experience will serve as mentors, providing suggestions, guidance, and assistance as appropriate or necessary.
- It is expected that some candidates will be more involved in planning and coordinating departmental activities. Supervisor may provide detailed instruction regarding changes in policies, procedures, or laws or in reference to unusual circumstances or problems.
- Candidate has significant contact with students, parents, and other school staff to provide instruction, offer guidance, exchange information, and develop social skills of students.
- Candidate may also maintain contacts within the community to enrich the content of materials and utilize additional instructional methodologies (e.g., take field trips, invite guest speakers.)

**Benefits:**

- Priority Charter Schools has a salary schedule (based on qualifications and years of experience)
- Health Insurance, dental insurance, vision insurance, life insurance
- Participation in TRS Retirement System

**Additional Information:**

This job description is not an employment agreement or contract. Priority Charter Schools has the exclusive right to alter this job description at any time without notice.

This position is exempt from the Fair Labor Standards Act (FLSA). The faculty hours are 7:30 a.m. to 4:00 p.m. Teachers from time to time may work an extended schedule, including weekends and evenings according to demands of the role and tasks.

In accordance with applicable laws and Priority Charter Schools policies, no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention or any other personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, sex, disability, age or veteran status (except where age, sex, or disability constitutes a bona fide occupational qualification necessary to proper and efficient administration).

All new employees must present proof of identity and eligibility to work in the United States.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_