

**PLANO INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

<b>Job Title:</b>	INSPIRE Program Special Ed Team Leader	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Program Coordinator, INSPIRE Program	<b>Pay Range:</b>	820/830
<b>Dept./School:</b>	Special Education/INSPIRE Program	<b>Date Revised:</b>	06/01/19

---

---

**Primary Purpose:**

Provide special education students exhibiting significant behaviors with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth. Develop or modify curricula and prepare lessons and other instructional materials according to ability level. Work in a self-contained setting as part of a team. The goal of the INSPIRE Program is to create a safe educational community where students with the most significant social, emotional, behavioral, and academic needs can stabilize to the degree that they are able to reintegrate back into the broader school community.

**Qualifications:**

**Education/Certification:**

Bachelor's Degree (required)

Master's Degree (preferred)

Valid Texas teaching certificate with required endorsements or training for subject and level assigned

Demonstrated competency in the core academic subject area assigned

CPI certification (preferred)

**ESL Certification is required for the following positions:**

- **Pre-K and elementary teaching positions, including Special Education (This requirement does not include elementary art, music, and physical education teachers.)**
- **Middle school English/Language Arts teaching positions, grades 6-8, including Special Education**

**Special Knowledge/Skills:**

Knowledge of core academic subjects and social skills/ social-emotional learning assigned

Knowledge of curriculum and instruction

Ability to instruct students who demonstrate behavior challenges and effectively prevent/manage their behavior

Strong organizational, communication, and interpersonal skills

Job Title: INSPIRE Program Special Ed Team Leader

**Experience:**

At least three years of classroom teaching experience

At least 1 year of teaching experience in special education working with students with social, emotional, and behavioral challenges (preferred)

**Major Responsibilities and Duties:**

Following federal program guidelines as directed by the district and as specified in 34 Code of Federal Regulations §300.208 (a)(1), assume responsibility for the organization and operation of work by supporting students and staff

Review IEPs with the classroom teacher in preparation for each student's annual ARD. Coach teachers on the IEP development and ARD preparation process

Coach/model for classroom teachers on how to collaborate with students, parents, outside providers, and members of the staff to develop Individual Education Plans (IEP) through the Admission, Review and dismissal (ARD) Committee process

Develop and submit lesson plans for one subject area (based on program needs) and pull students out for small group instruction (based on program/student needs)

Work cooperatively with program staff to modify regular curricula and assist students with academic activities as needed

Consult with classroom teacher in regards to lessons that reflect accommodation and/or modification for individual student differences based on the student's IEP

Have knowledge of the subject matter according to guidelines established by Texas Education Agency, Board policies, and administrative regulations

Plan and use appropriate instructional/learning strategies, activities, materials, and equipment that reflects accommodation for individual needs of students assigned; model and coach classroom teachers in planning and using appropriate instructional/learning strategies, activities, materials, and equipment that reflects accommodation for individual needs of students assigned

Review each student's Full Individual Evaluation (FIE), Functional Behavior Assessment (FBA), or other assessment information and use the results to develop an impact statement, PLAFF, goals, accommodations/modifications, Behavior Intervention Plan (BIP), and Student Safety Plan

Monitor student's progress towards behavior goals, including reintegration criteria; communicate with program and district leadership regarding student goal progress

Communicate with parents regarding student progress toward their goals, behavior, and overall progress in the INSPIRE program

Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods according to district requirements

Plan and supervise purposeful assignments for instructional support staff; model for classroom teachers how to direct and supervise support staff

Take on a leadership role in crisis prevention/de-escalation, crisis management, and postvention/debriefing

Job Title: INSPIRE Program Special Ed Team Leader

Use technologies in the teaching/learning process

Consistently monitor student achievement through formal and informal testing as needed

Assist as needed with personal care or medical care of students as stated in IEP

Assume responsibility for program-wide activities as assigned

Morning or after school duty responsibilities as assigned by program administrator to support students' social, emotional, and behavioral needs

Develop and maintain a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students

Incorporate social skills practice and feedback opportunities throughout the school day and across program settings

Collaborate with program leadership team, parents, and program support staff to determine appropriate responses to student behavior in the classroom and implement discipline according to Board policies, administrative regulations, and the student's FIE/IEP

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

Assist in the selection of books, equipment, and other instructional materials

Establish and maintain open lines of communication with students and their parents

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

Keep the program coordinator and campus support staff fully informed with respect to conditions and needs of the classroom and of new techniques and materials being used

Attend and participate in staff meetings, committee meetings, and work sessions as required by the program coordinator or other program leadership team members

Promote professional improvement through reading educational journals and books, exploring educational research, enrolling in college courses, participating in staff development activities, and membership in professional organizations and share this information with program staff

Uphold and enforce school rules, administrative regulations, district philosophy, and board policies, and present subject matter according to established guidelines

Keep informed of and complies with state, district, and school regulations, ethics, and policies for classroom teachers

Compile, maintain, and file all reports, records, classroom data, and other documents required

Attend and participate in faculty meetings, crisis debriefings, and serve on staff committees as required

Creating or supervising the collection, maintenance, graphing, and analysis of students' academic and behavior data to monitor and evaluate student progress and intervention effectiveness

Implement interventions from the student's Behavior Intervention Plan, Student Safety Plan, or developed in collaboration with program support personnel with fidelity

Job Title: INSPIRE Program Special Ed Team Leader

Obtain and maintain Crisis Prevention Institute (CPI) Texas Behavior Support Initiative (TBSI) training and participate as a member of the program Core Team

Participate in after school debriefing as postvention for any program crisis events

Consult with classroom teacher when they are conducting functional behavior analysis of student behavior in order to develop/adjust a student's Behavior Intervention Plan (BIP)

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

**Supervisory Responsibilities:**

Supervise assigned teacher aide(s)

**Working Conditions:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Occasional districtwide travel; occasional prolonged and irregular hours; work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions; may be required lifting and positioning students; willing and able to restrain/hold/transport and utilize quick body movements as indicated in the Behavior Intervention Plan or district/program crisis protocols in the course of working with children with challenging behavior

---

---

**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator      **Date:** 06-01-19

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_