

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Special Ed Structured Teacher	Wage/Hour Status:	Exempt
Reports To:	Principal	Date Revised:	4/19/18
Dept./School:	Campus/Special Education		

Primary Purpose:

Provide special education students 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 self-contained, team, and departmental or itinerant capacity as assigned.

Qualifications:

Education/Certification:

Bachelor's Degree

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

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 assigned

Knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

Experience:

At least one year of student teaching or approved internship

Major Responsibilities and Duties:

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Assume responsibility for the organization and operation of work within the area of supporting students and staff working with special education students following federal program guidelines as directed by the district and as specified in 34 Code of Federal Regulations §300.208 (a)(1)

Collaborate with students, parents and other members of the staff to develop Individual Education Plans (IED) through the Admission, Review and dismissal (ARD) Committee process for each student assigned

Develop and implement plans for the curriculum program assigned and show written evidence of preparation as required

Work cooperatively with classroom teachers to modify regular curricula as needed and assist students included in regular classes with assignments

Prepare lessons that reflect accommodation for individual student differences

Present 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

Conduct assessment of student learning styles and uses results for instructional activities

Work cooperatively with classroom teachers to modify curricula as needed for special education students according to guidelines established by Individual Education Plans (IEP)

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 teacher aide(s) and or volunteer(s)

Use technologies in the teaching/learning process

Consistently assess student achievement through formal and informal testing

Provide or supervise personal care, medical care and/or feeding of students as stated in IEP

Assume responsibility for extracurricular activities as assigned and may sponsor outside activities approved by the school

Present a positive role model for a student that supports the mission of the school district

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

Manage student behavior in the classroom and administer discipline according to Board policies, administrative regulations, and IEP

Consult with regular classroom teachers regarding management of student behavior according to 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 principal 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 principal

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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

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors
Follow attendance policy as assigned by supervisor

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

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 and policies for classroom teachers

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

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

Supervisory Responsibilities:

Supervise assigned teacher aide(s)

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours; 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; controlling behavior through physical restraint; assisting non-ambulatory students

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:** 4-19-18 _____

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:** _____