



## TEACHER – SPECIAL EDUCATION

### Purpose Statement

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 School Site Principal.

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### Essential Functions

- Adapts classroom instruction and assists in providing accommodations 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 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 instruction students for the purpose of improving their success in academics through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- 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.



# Williamson County Schools

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- 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.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction.

## Other Functions

- Directs and supervises teacher assistants, student teachers, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Supports other classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## Job Requirements: Minimum Qualifications

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

### **Responsibility**

Responsibilities include: working under limited supervision using research-based practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing.

- EXPERIENCE:** Job related experience is required.
- EDUCATION:** Bachelor's degree in related field required.
- EQUIVALENCY:** None Specified



### **REQUIRED TESTING:**

**CERTIFICATES & LICENSES:**  
Teachers Certification and/or License

**FLSA STATUS:**  
Exempt

**CONTINUING EDUCATION / TRAINING:**  
Maintain Licensure

**CLEARANCES:**  
Criminal Justice Fingerprint/Background Clearance

**SALARY GRADE:**  
Certified