



## Job Description – Special Education Teacher/Elementary

**Department:** Academics  
**FLSA Status:** Exempt  
**Work Days:** 187

**Job Status:** Full time  
**Reports To:** Principal  
**Pay Grade:** Teacher Salary

### JOB SUMMARY

The Special Education Teacher, under the supervision of the Principal, is to work with the Special Education Students maintaining a quality instructional program

### MINIMUM QUALIFICATIONS

**(Only those persons who meet the minimum qualifications as posted should apply)**

- Bachelor's degree from accredited university
- Valid Texas teaching certificate with required endorsements or required training for subject and level assigned
- Demonstrated competency in the core academic subject area(s)
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication and interpersonal skills
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by applicant.

### DUTIES AND RESPONSIBILITIES

1. Develop and implement lesson plans that fulfill the requirements of the district's curriculum program.
2. Prepare lessons that reflect accommodations for differences in student learning styles.
3. Present subject matter according to guidelines established by TEA, board policies and administrative regulations.
4. Plan and supervise assignments of teacher aide(s) and volunteer(s).
5. Work cooperatively with administrators, team leaders, department coordinators, content specialists and other staff as needed to meet curriculum objectives.
6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
7. Help students analyze and improve study methods and habits.
8. Conduct ongoing assessment of student achievement through formal and informal testing.
9. Manage student behavior in accordance with Student Code of Conduct and student handbook.
10. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
11. Assist in selection of books, equipment and other instructional materials.
12. Establish and maintain open communication by conducting conferences with parents, students, principals and teachers.
13. Compile, maintain and file all physical and computerized reports, records and other documents required.
14. Attend and participate in faculty meetings and serve on staff committees as required.
15. Participate in staff development activities to improve job-related skills.
16. Perform other duties as assigned.

### WORKING CONDITIONS – TEACHERS

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing and pulling. Move small stacks of textbooks, media equipment, desks and other classroom or adaptive equipment. Daily attendance and punctuality at

work are essential functions of the job.

**ADDITIONAL WORKING CONDITIONS – SPECIAL EDUCATION TEACHERS**

May be required to lift and position students with physical disabilities; control behavior through physical restraint; and assist non-ambulatory students. Exposure to biological hazards. Daily attendance and punctuality at work are essential functions of the job

Job Code: 420-11-6119-002-0-23

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

San Antonio School for Inquiry & Creativity has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.

THE SAN ANTONIO SCHOOL FOR INQUIRY AND CREATIVITY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, and RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY LAW.