



# Longview Independent School District

## JOB DESCRIPTION

### TEACHER – SPECIAL EDUCATION/BEHAVIOR UNIT

<b>JOB TITLE:</b>	Teacher – Special Education/Behavior Unit	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Teacher Pay Schedule

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#### PRIMARY PURPOSE:

To provide intervention and instruction to assist at-risk students in developing coping skills, appropriate behavior, and social skills

#### QUALIFICATIONS:

##### Education/Certification:

Bachelor's degree from accredited college or university  
Valid Texas teaching certificate with required special education endorsements for subject and level assigned

##### Special Knowledge/Skills:

- Knowledge of special needs of students with behavior disorders
- Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation
- General knowledge of curriculum and instruction
- Crisis Prevention Intervention training or willing to be trained
- Ability to follow verbal and written instructions
- Ability to communicate effectively

##### Experience:

At least one-year teaching or approved internship  
Experience teaching students with severe behavior disorders

#### MAJOR RESPONSIBILITIES AND DUTIES:

##### Instructional Support

1. Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Instructional Support (continued)

2. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
3. Participate in ARD Committee meetings on a regular basis
4. Present subject matter according to guidelines established by IEP
5. Work cooperatively with special education support staff to implement operating guidelines of the behavior unit
6. Work cooperatively with general education teachers

#### Student Management

7. Employ a variety of instructional techniques and media to meet the needs of capabilities of each student assigned
8. Plan and supervise assignments for instructional assistants
9. Use technology in teaching/learning process
10. Conduct ongoing assessments of student achievement through formal and informal testing
11. Provide or supervise personal care to include diapering and other essential needs, medical care, and feeding of students as stated in IEP
12. Assume responsibility for extracurricular activities as assigned; sponsor outside activities approved by campus principal
13. Be a positive role model for students; support mission of school district

#### Classroom Management and Organization

14. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
15. Manage student behavior according to the IEP and Behavior Intervention Plan; this includes intervening in crisis situations and physically restraining students as necessary according to IEP, and after receiving CPI training



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#### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

16. Consult with classroom teachers regarding management of student behavior according to IEP
17. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
18. Assist in selection of books, equipment, and other instructional materials

#### Communication

19. Establish and maintain open lines of communication by participating in conferences with parents, students, principals, and teachers
20. Maintain a professional relationship with colleagues, students, parents, and community members
21. Use effective communication skills to present information accurately and clearly
22. Participate in staff development activities to improve job-related skills
23. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers
24. Compile, maintain, and file all physical and computerized reports, records, and other documents required
25. Attend and participate in faculty meetings and serve on staff committees as required

#### Other

26. Comply with district policies, as well as state and federal laws and regulations
27. Adhere to the district's safety policies and procedures
28. Maintain confidentiality in the conduct of district business
29. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
30. Demonstrate regular and prompt attendance
31. Other duties as assigned



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#### SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

#### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

#### WORKING CONDITIONS:

##### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

##### Physical Demands/Environmental Factors:

Frequent/prolonged standing, walking, stooping, bending, kneeling, squatting, pulling, pushing, twisting, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; may require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist nonambulatory students, and lift and move adaptive and other classroom equipment; may work prolonged or irregular hours.

#### EVALUATION: Teacher Evaluation and Support System (T-TESS)

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

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

ESTABLISHED/REVISED: March, 2017