



Longview Independent School District

JOB DESCRIPTION

TEACHER – SPECIAL EDUCATION, ELEMENTARY INCLUSION

JOB TITLE:	Teacher – Special Ed Elementary Inclusion	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director	TERMS:	187 Days
DEPARTMENT:	East Texas Montessori Prep Academy	PAY GRADE:	Teacher Pay Schedule

PRIMARY PURPOSE:

Provide services to students with special needs in an elementary inclusion setting; support the on-site implementation of the inclusion

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree from accredited college or university in education or special education
Valid Texas teaching certificate with required special education endorsements for subject and level assigned
Preference for evidence of advanced courses in related field
Valid Texas Special Education certification

Special Knowledge/Skills:

- Specific knowledge of subjects assigned;
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications, and interpersonal skills
- Ability to communicate effectively, both orally and in writing, including principles of English and grammar usage
- Work interactively with teachers, principals, and others

Minimum Experience:

Three years of successful teaching experience in an elementary school environment preferred; experience working with students with disabilities, preferred

Working Knowledge of:

- Special Education best practices
- Inclusive practices through training, staff development, or course work
- Basic computer skills (PowerPoint, PDA's Microsoft Office, Outlook), and other related software



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Provide services for students with disabilities in inclusive settings
2. Assist with the development of appropriate accommodations and modification for students with disabilities in general education inclusive settings
3. Work with related services to assist with the coordination and delivery of services for students with disabilities in inclusive settings
4. Remain abreast of current research, trends, and best practices in response to interventions, literacy instruction, and inclusive practices
5. Maintain ongoing communication with principal and evaluation specialist to ensure appropriate delivery of services
6. Support the Least Restrictive Environment (LRE) philosophy and the on-site inclusion implementation
7. Access information through the special education electronic management system
8. Maintain electronic mail
9. Draft goals and objectives for students with special needs
10. Participate in the Admission, Review, and Dismissal (ARD) process as appropriate
11. Provide or supervise personal care to include diapering and other essential needs, medical care, and feeding of students as stated in IEP.
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district's safety policies and procedures
14. Maintain confidentiality in the conduct of district business
15. 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)
16. Demonstrate regular and prompt attendance
17. 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)

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, 2020