



Longview Independent School District

JOB DESCRIPTION TEACHER – PRE-VOCATIONAL SPECIAL EDUCATION

JOB TITLE:	Teacher – Pre-Vocational Special Education	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	187 Days
DEPARTMENT:	Longview Early Graduation High School	PAY GRADE:	Teacher Pay Schedule

PRIMARY PURPOSE:

Provide special education and related services and appropriate learning activities and experiences that are designed to develop student potential for intellectual, emotional, vocational, and social growth; enable the student to develop competencies and skills to function successfully on the job and in the community

QUALIFICATIONS:

Education/Certification:

Bachelor's degree from accredited college or university

Valid Texas teaching certificate with required endorsements for subject and level assigned

Special Knowledge/Skills:

- Knowledge of special needs of students in assigned area
- 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
- Ability to instruct students and manage their behavior
- Strong organizational, communications, and interpersonal skills

Experience:

At least one-year student teaching or approved internship



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MAJOR RESPONSIBILITIES AND DUTIES:

Student Growth and Development

1. Identify/develop job opportunities, assist students with completion of applications, participate in job interviews, and provide job coaching according to the individual needs of the student
2. Maintain a regular schedule of direct involvement with the student in the implementation of the student's IEP, including progress toward post-secondary goals
3. Train students in appropriate work-related attitudes, habits, behavior, dress, and communication skills necessary to obtain and maintain employment
4. Provide opportunities for the student to develop self-determination and self-advocacy skills
5. Monitor and document progress toward mastery of employment goals and objectives in the implementation of the IEP
6. Provide or supervise personal care to include diapering and other essential needs, medical care, and feeding of students as stated in IEP

Professional Employer Relationships

7. Provide a continuum of supports and services to employers
 - Regularly scheduled jobsite visits
 - Ongoing communication (written correspondence, phone calls, e-mail, etc.)
 - On-the-job supports/job coaching
8. Collaborate with employers to provide learning opportunities for students
9. Maintain and document ongoing contact with employers

Community Interaction

10. Collaborate with other service providers in building employability skills for students

Professional Growth and Development

11. Possess knowledge and understanding of current federal and state education and child labor laws



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Professional Growth and Development (continued)

12. Facilitate compliance with local district policies and procedures

Quality Instruction and Classroom Management

13. Serve as a member of the ARD committee when initial or continued participation is being considered for a student
14. Instruct students in vocational, employability, self-help skills, and access to services
15. Provide on-the-job support as needed for student success; may be required to provide job coaching services or supervise the activities of job coaches assigned to students
16. Monitor and report student progress toward attainment of post-secondary goals
17. Maintain records as required by the local school district and assigned campus(es)

Other

18. Comply with district policies, as well as state and federal laws and regulations
19. Adhere to the district's safety policies and procedures
20. Maintain confidentiality in the conduct of district business
21. 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)
22. Demonstrate regular and prompt attendance
23. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Possibly activities of job coaches assigned to students; supervise assigned teacher aide(s) as required



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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, 2017