



Job Description

Position Title:	Special Education Teacher		
Location:	New Frontiers Public Schools - Early College High School		
Reports to:	School Principal		
Work Schedule:	10 Month, 187 Days	Employment Type/FLSA Classification:	Full Time/Exempt
Funding Source:	This position is Federally funded; therefore, employment is contingent upon the availability of funds.		

Primary Role and Purpose

The Special Education Teacher, under the supervision of the principal, is responsible for the development and implementation of the individual education plan for special education students. She/he provides direct and indirect instruction to students with disabilities and consults with other school personnel in the planning, delivery, and evaluations of special education services provided in the Least Restrictive Environment as well as ensuring learning, physical and mental well-being and safety for all students.

Qualifications

- Texas Certified Teacher
- Special Education Certification EC-12 and Secondary All Level (Grades 8-12) Teacher Certification
- ESL Certification preferred
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by employee

Education

- Bachelor's degree from an accredited college or university required

Skills

- Working knowledge of teaching techniques and procedures
- Capable of instruction and supervising special education students
- Superior organizational, communication and interpersonal skills
- Understanding of behavior management techniques suitable for various grade levels
- Ability to develop and write weekly lesson plans for multiple grade levels
- Ability to review and interpret reports and data for planning
- Schedule and coordinate IEP meetings
- Facilitate ARD meeting
- Knowledge and familiarity of special education management system

Experience

- Minimum of 3 years of teaching experience preferred

Responsibilities and Duties

- Coordinates special education services
- Knowledge in learning disorders and assists with placements for students with special needs
- Evaluates Student Progress
- Ability to interact with students, parents, staff and community
- Assists in the planning and implementation of special education services

- Must have the ability to be flexible and receptive to change
- Performs additional duties and accepts other responsibilities as may be assigned

Student Management

- Collaborates with parents, students, teachers, and administration through some form of verbal communication on a regular basis
- Ensures behavior management is structured to enhance academic learning, physical activities, and safety for all students

Growth and Development

- Helps students assess and enhance their study methods and habits
- Produces formal and informal testing to evaluate student success
- Coordinates and manage extracurricular duties as assigned. Sponsor outside activities approved by the school principal
- Serves as an example for students, support mission of Charter

Communication

- Ensures two-way communication by conducting conferences with parents, students, colleagues, and administration on a regular basis
- Collaborates with specific colleagues on a weekly basis who have also provide support in this area
- Solicits charter community parent involvement with suitable and positive methods

Additional Job-Related Duties

- Must be punctual and maintain an excellent attendance record
- Attends Administrator’s meetings as needed
- Reports to the Special Education District Administrator
- Attends Board, PTO and team/faculty meetings as needed
- Represents the school at assigned and approved workshops and trainings as needed
- Provides and or assists in staff development when indicated by administration
- Member of at least one campus/district-level committee
- Maintains control in stressful situations
- Extended hours may be required
- Travel may be required at times
- Some lifting may be required

All primary roles and major responsibilities are listed. Additional duties and skills may be required.

Human Resources: _____

Date: _____

Employee Signature: _____

Date: _____