Cedar Hill Independent School District
Job Description

Job Title:	SpEd SKILL Teacher	**Wage/Hour Status:**	Exempt
Reports to:	Principal	**Pay Grade:**	Teacher Salary Schedule
Dept./School:	Assigned Campus	**Number of Days:**	187
Funding Source:	Special Education (100%)		

Primary Purpose:

Work collaboratively to provide students with disabilities appropriate learning strategies, assistive technology, activities and experiences to ensure access to grade level instruction and intervention to foster the educational, social, emotional, and functional success of students with disabilities in specialized programs such as: Alternative Curriculum (Alt Curric), Individuals with Severe and Profound Disabilities (ISPD), Academic and Behavioral Learning Environment (ABLE), and Social Emotional and Academic Skills (SEAS).

Qualifications:

Education/Certification

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

Special Knowledge/Skills:

Ability to work with children with more severe physical, mental, and emotional disabilities
Ability to instruct students and manage their behavior using positive behavioral and intervention supports/strategies, and classroom management
Strong organizational, communication, and interpersonal skills
Ability to effectively integrate assistive technology into the curriculum
Ability to follow verbal and written instructions
Ability to be patient, flexible, and versatile
Ability to design and implement structured environments and activities
Ability to analyze behavioral functions and teach replacement behaviors
Ability to design and implement communication and work systems

Experience:
At least one year student teaching or approved internship.

Major Responsibilities and Duties:

Instructional Management:

- Develop and implement lesson plans that fulfill the requirements of district's curriculum and show written evidence of preparation as required.
- Implement an instructional or skill development program for assigned students and show written evidence of preparation as required.
- Work collaboratively with administrators, team leaders, and general education teachers to deliver IEP services and supports in the least restrictive environment for individual students.
- Collaborate with students, parents, and other staff members to develop and progress monitor Individual Education Plans (IEP) through the Admission, Review, and Dismissal (ARD) process for each student assigned.

- Plan and use a variety of appropriate instructional and learning strategies, techniques, activities, materials, technology, and equipment that reflect an understanding of the learning styles, instructional, communication, and social-emotional needs of students.
- Use data frequently to monitor student progress towards meeting IEP goals; adjust instructional and intervention services and supports as necessary to ensure students make progress.
- Scaffold instruction and accommodations and adapt activities to ensure equal access to grade level instruction.
- Utilize the most effective collaborative teaching techniques and strategies in inclusion supported classrooms.
- Plan, deliver and progress monitor individual and small group direct instruction for students who require intensive intervention for behavior, academics, developmental skills, communication, etc.
- Participate in ARD committee meetings on a regular basis.

Student Growth and Development:

- Interact with students professionally, calmly, intentionally using language for teaching and de-escalation.
- Implement individual student behavior intervention plans (BIP) for student academic and social emotional success.
- Regularly assist students with disabilities across all settings according to their needs, including but not limited to, safe transfer to and from wheelchairs, lifting, positioning, and use of assistive technology.
- Implement systems to safely and effectively transition students.
- Provide, supervise, document, and report personal care as stated in the IEP and district requirements, while maintaining student dignity and safety.

Classroom Management and Organization:

- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Attend training as required by the job assignment and district/campus improvement plan.
- Model core organizational beliefs and values.
- Perform duties in an effective and efficient manner for the purpose of supporting and contributing to high student achievement.
- Consult with teacher and principal on all general administration items including personnel policies.
- Attend and participate in faculty meetings and special events and serve on staff committees and PLC's as required.
- Comply with the Professional Code of Ethics and Standard Practices of Texas Educators.

Communication:

- Establish and maintain open communication by conducting conferences with parents, students, principals and teachers.
- Maintain professional relationships with colleagues, students, parents, and community members.
- Ensure that all interactions with students, district personnel, and parents are supportive, courteous, and respectful.
- Maintain confidentiality of student information per FERPA requirements.

Professional Growth and Development:

- Participate in hygiene, communication systems, specific teaching methodologies, assistive technology, lifts and transfers, first aid, CPR, TBSI online training, and Mandt System trainings as required by the job assignment to a specialized program.
- Seek professional learning to support students with disabilities as specific to role and responsibility.
- Participate in professional learning to improve job performance and support growth goals.

Supervisory Responsibilities:

Supervise students during bus duty, building/playground duty, lunch duty, and co-curricular activities.
Plan assignments and supervise teacher assistants and volunteers.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.
- **Posture:** Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting.
- **Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds).
- **Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional district-wide and statewide travel.
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by:_____ Date: _____
Employee Name/Signature

Approved by:_____ Date: _____
Supervisor Name/Signature

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