



**Job Description**

Job Title	Supervisor	Number of Days
Special Education Teacher	Director of Special Programs	183 days

**General Description:**

Provide students who have met TEA eligibility for special education with developmentally appropriate instruction. Creating and implementing Individualized Education Plans. Collaborating with general education guides, special education department, leadership team and families.

**QUALIFICATIONS:** Education/Certification

Master’s Degree (preferred but not required)

Bachelor’s Degree (required)

Texas Teacher Certification (required)

**EXPERIENCE:**

- Experience working with children (3 years preferred, not required)

**BASIC DUTIES AND RESPONSIBILITIES**

1. Develops and maintains effective classroom management and intervention techniques with individuals and student groups to meet educational needs
2. Provides small group activities designed to improve overall educational progress
3. Preparing Individual Education Plans (IEPs) for students that are compliant with TEA standards and supported with data
4. Sharing draft IEPs with families and school personnel 5 school days prior to ARD meeting
5. Sharing locked IEPs with families within 24 hours of signing of the IEP
6. Sharing teacher bundle with classroom guide within 24 hours of signing of IEP documents
7. Uploading records of student services provided and data gathered on a weekly basis
8. Creating and submitting detailed TEK aligned lesson plans on a weekly basis
9. Effectively conference with administrators, and teachers concerning student progress
10. Provides Guides consultation regarding student’s academic progress
11. Compiles, maintains, and files all reports, records, and other documents required
12. Practices strong communication skills

13. Possesses the time management skills to fulfill this role effectively
14. Comply with all policies, operating procedures, legal requirements, and verbal and written directives
15. Comply with the Professional Code of Ethics and Standard Practices for Texas
16. Understands current state accountability systems and federal requirements related to behavior interventions
17. Follows all board policies, and public-school procedures related to special education and implementation

This description is intended to indicate the kinds of tasks and levels of work difficulty required of positions given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

*Goodwater Montessori Public Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. In addition to federal law requirements, Goodwater complies with all applicable state and local laws governing nondiscrimination in employment.*