

Job Title: SPECIAL EDUCATION LIFE SKILLS TEACHER
Reports to: Special Education Director/Campus Principal
Dept./School: Special Education Department/Assigned Campus
Wage/Hour Status: Exempt
Date Revised: April 20, 2026

Primary Purpose

Provide specialized instruction to students with significant cognitive, physical, and/or developmental disabilities focused on functional academics, daily living skills, and independence. Develop and implement Individualized Education Programs (IEPs) to support student growth in school, home, and community environments.

QUALIFICATIONS

Education/Certification

Bachelor's degree from an accredited university
Valid Texas teaching certificate with Special Education endorsement

Special Knowledge/Skills

Knowledge of functional curriculum and life skills instruction
Knowledge of personal care services (PCS) and adaptive supports
Ability to develop and implement IEPs for students with significant disabilities
Strong classroom management and behavior support skills
Ability to collaborate with multidisciplinary teams

Experience

At least one year student teaching or approved internship
Experience with students with significant disabilities preferred

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Strategies

1. Develop and implement lesson plans aligned with functional academics and life skills curriculum.
2. Provide instruction in daily living skills, including communication, personal hygiene, mobility, social skills, and vocational readiness.
3. Adapt curriculum and instructional materials to meet individual student needs.
4. Use a variety of instructional strategies, including hands-on and community-based learning.
5. Supervise and coordinate work of instructional aides in delivering instruction and support.

IEP Development, Implementation, and Compliance

6. Develop, draft, and maintain IEPs for students with significant disabilities.
7. Prepare for and facilitate ARD meetings, including data collection and progress reporting.
8. Monitor and document progress toward IEP goals, including functional and behavioral objectives.
9. Ensure compliance with all special education laws, timelines, and documentation requirements.

Student Growth and Development

10. Conduct ongoing assessments of student performance and functional skill development.
11. Promote independence and self-care skills across settings.
12. Support development of communication, social interaction, and behavioral regulation.
13. Serve as a positive role model and support the mission of the school district.

Classroom Management and Organization

14. Establish a structured and supportive classroom environment tailored to student needs.
15. Implement behavior intervention strategies and plans as needed.
16. Ensure safety of students, including those with physical or medical needs.
17. Maintain classroom organization, materials, and adaptive equipment.

Health, Safety, and Personal Care Coordination

18. Oversee and support provision of personal care services (PCS), including feeding, toileting, and mobility.
19. Collaborate with nurses and related service providers to support student health needs.
20. Ensure staff are trained and compliant in implementing PCS and safety procedures.

PERSONAL CARE SERVICES

21. Demonstrate the competence necessary to perform the eligible PCS tasks required by the student.
22. Participate in competence verification by a licensed health care provider for PCS Activities.
23. Understanding and competence to perform PCS services must include, but is not limited to: Appropriate techniques for providing PCS, including written documentation procedures for SHARS; Appropriate techniques for managing adverse behaviors of the student; basic body mechanics, mobility and techniques for transferring students; Communication skills, including but not limited to techniques for communicating through alternative modes with persons with communication or sensory impairments; any additional PCS required for a student with disabilities
24. Compile, maintain, and submit reports, records, and other documents, as required, including but not limited to documentation of delivered IEP services as related to PCS

Communication

25. Maintain ongoing communication with parents, staff, and service providers regarding student progress and needs.
26. Collaborate with multidisciplinary teams, including therapists and evaluators.
27. Coordinate with community partners for vocational or instructional opportunities when appropriate.

Professional Growth and Development

28. Participate in ongoing training related to special education, life skills instruction, and student support.

Other

29. Comply with all federal, state, and district policies and procedures.
30. Maintain required documentation and records.
31. Attend required meetings and serve on committees as assigned.
32. Perform other duties as assigned.
33. Maintain confidentiality of student information.

Supervisory Responsibilities

Supervise assigned instructional aides and paraprofessionals.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with students with significant cognitive, physical, and medical needs.

Frequent standing, bending, lifting, and assisting students with mobility and personal care needs.

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:** _____

Approved by: _____ **Date:** _____