

Job Title: SPECIAL EDUCATION CO-TEACHER (INCLUSION)
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 instructional support to students with disabilities in the general education classroom through a co-teaching model. Collaborate with general education teachers to ensure students have access to the general curriculum while implementing Individualized Education Programs (IEPs) and promoting academic success and independence.

QUALIFICATIONS

Education/Certification

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

Special Knowledge/Skills

Knowledge of co-teaching models and inclusive practices
Knowledge of curriculum and accommodations/modifications
Ability to develop, implement, and monitor IEPs
Strong collaboration, communication, and organizational skills
Ability to manage student behavior and support diverse learners

Experience

At least one year student teaching or approved internship
Experience in inclusive or co-teaching settings preferred

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Strategies

1. Co-plan and co-deliver instruction with general education teachers using a variety of co-teaching models (e.g., parallel, station, team teaching).
2. Adapt and modify curriculum to meet the needs of students with disabilities.
3. Ensure implementation of accommodations and modifications as outlined in IEPs.
4. Use differentiated instructional strategies to support diverse learners in the general education setting.
5. Utilize technology to enhance student learning and access to the curriculum.
6. Support small group and individualized instruction within the classroom.

IEP Development, Implementation, and Compliance

7. Develop, draft, and maintain IEPs in compliance with federal, state, and district requirements.
8. Prepare for and participate in ARD meetings, including data collection and documentation.
9. Monitor and document student progress toward IEP goals on a regular basis.
10. Ensure compliance with timelines, accommodations, and service delivery requirements.

Student Growth and Development

- 11. Conduct ongoing assessment of student progress using formal and informal measures.
- 12. Support development of academic, organizational, and self-advocacy skills.
- 13. Assist students in improving study habits and engagement in the general education curriculum.
- 14. Serve as a positive role model and support the mission of the school district.

Classroom Management and Organization

- 15. Support classroom management in collaboration with the general education teacher.
- 16. Implement behavior supports and interventions, including Behavior Intervention Plans (BIPs) as needed.
- 17. Maintain a safe and inclusive learning environment.

Communication

- 18. Collaborate regularly with general education teachers, administrators, and support staff.
- 19. Communicate effectively with parents regarding student progress and needs.
- 20. Participate in multidisciplinary team meetings and ARD committees.

Professional Growth and Development

- 21. Participate in professional development focused on inclusion, co-teaching, and special education practices.

Other

- 22. Comply with all federal, state, and district policies and procedures.
- 23. Maintain accurate records and documentation.
- 24. Attend required meetings and serve on committees as assigned.
- 25. Perform other duties as assigned.
- 26. Maintain confidentiality of student information.

Supervisory Responsibilities

May supervise assigned instructional aides.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work in general education classroom settings with diverse learners. Frequent standing, walking, and assisting students as needed.

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:** _____