Job Title: **SPECIAL EDUCATION TEACHER (RESOURCE/INCLUSION)**
Reports to: Campus Principal
Dept./School: Special Education Department/Assigned Campus
Wage/Hour Status: Exempt
Date Revised: October 26, 2026

Primary Purpose

Provide specialized instructional support and intensive, direct intervention to students with disabilities through a pull-out setting or through inclusion in the general education classroom. Deliver targeted, explicit instruction in a small-group or individual setting. 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 teaching and intervention 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

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Strategies

1. Deliver instruction using a variety of teaching and intervention models.
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 resource classroom and/or as inclusion support in the general education classroom.

IEP Development, Implementation, and Compliance

7. Develop, draft, and maintain IEPs (i.e. PLAAFP entries, goal entries, progress reports, etc.) 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 (IEP Progress reporting per grading cycle).
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 and/or modified 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, IEP meetings and ARD committees.

Professional Growth and Development

21. Participate in professional development focused on inclusion, resource, 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.

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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:** _____