



Teacher – Special Education/PAES Lab Job Description

Job Title: Teacher – Special Education/PAES Lab

Exempt Status: Exempt

Reports to: Principal

Date Revised: 5/2018

Dept./School: High School

Work Calendar: 187 Teacher

Pay Grade: Teacher Salary

Primary Purpose: Expose students to many types of vocational instruction, enabling them to have hands on, real life work experiences and develop skills in desired fields that will allow them to be employable after leaving High School.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university
Valid Texas teaching certificate with required endorsements for subject and level assigned
Special Education K-12

Special Knowledge/Skills:

Knowledge of special needs of students in assigned area
Knowledge of Admission, Review, and Dismissal (ARD) committee process
Knowledge of Individual Education Plan (IEP) goal setting process
Knowledge of curriculum design and implementation
Strong organizational, communication, and interpersonal skills

Experience:

Major Responsibilities and Duties:

1. Implementation of activities within the PAES Lab and creating real life knowledge of vocational work experiences.
2. Provide educational assistance to all Special Education students within the transition program.
3. Provide assistance to classroom teachers by helping them identify appropriate strategies on the delivery of reading regular classroom instructions to identified students.
4. Coordinate services with other school personnel in planning and providing joint instruction for the Students.
5. Follow district procedures for the program.
6. Keep accurate and complete records for students served and submit as required.
7. Communicate with parents through three-week reports and through conferences or phone calls.



Teacher – Special Education/PAES Lab Job Description

8. Exhibit excellent interpersonal and communication skills.
9. Comply with district policies, as well as state and federal laws and regulations.
10. Adhere to the district's safety policies and procedures.
11. Maintain confidentiality in the conduct of district business.
12. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting).
13. Demonstrate regular and prompt attendance.
14. Other duties as assigned.

Supervisory Responsibilities:

1. NONE

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Occasional prolonged or irregular hours.

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.

Employee Name (Print)

Date

Employee Name (Signature)

Date