Community Based Instruction (CBI) Teacher
In the Special Education Department
Job Description

MINIMUM QUALIFICATIONS:
Position requires a valid Texas teaching certificate in the subject and level of assignment. In addition, individuals in core academic subject areas must meet the highly qualified teacher requirements as per the No Child left Behind Act.

ESSENTIAL FUNCTIONS:
Provide instruction to a class, individual students, or groups of students using such methods as oral presentation, demonstration, discussion of homework assignments, answering questions, offering laboratory directions, and games. Plan lessons, including activities such as preparing learning objectives and goals, designing tests or exams, studying material, setting up labs, and preparing exams. Facilitate learning in the classroom (e.g., maintain discipline; encourage participation; consult with parents, school staff, and other care providers to identify and address social or developmental needs.) Evaluate student performance. Maintain records and document student progress (e.g., record grades and absences, provide progress reports.) Perform all duties pertaining to area of expertise as required (e.g. maintain Special Education Records, attend ARD meetings, etc.) Maintain contact with parents in regard to student performance through activities such as parent-teacher conferences, progress reports, letters, and special meetings. Maintain professional development through such activities as classes, conferences, seminars, workshops, and professional journals; provide technical guidance to less experienced teachers. Perform various administrative activities (e.g., attend faculty and staff meetings, order equipment and supplies, copy materials, create bulletin boards, take attendance, obtain permission slips, and coordinate department activities.) Prepare lesson materials, supplies, and equipment (e.g., copy materials, set up audio visual equipment, arrange lab materials.) Monitor student behavior both inside and outside the classroom (e.g., during class, in hallways between classes, and during assemblies, extracurricular activity meetings or events, fire drills, or other group activities.)

PHYSICAL EFFORT AND WORK ENVIRONMENT:
Services are generally provided within a standard classroom environment as well as a home-based environment. Some movement throughout the classroom is generally necessary to facilitate learning (e.g., standing, walking, stooping, bending, sitting, and/or kneeling). Light lifting of materials and other objects associated with a classroom environment is required (e.g., books, teaching aids, up to approximately 20 – 40 lbs.). Special Education Teachers may also be required to pick up students, restrain students as needed, and spend large quantities of time on the floor sitting, squatting, and/or kneeling. It is expected that on occasion, field trips may be made. Individual should be willing to contribute directly or indirectly to the development of children both inside and outside the classroom. Regular attendance is required for this position.