



About Amigos Por Vida Friends for Life Public Charter School:

Our School Mission

Our mission at Amigos Por Vida Public Charter School is to empower our students to become life-long learners and achieve academic and personal success, by providing an excellent education in a safe environment. Amigos Por Vida, where “Responsible, Respectful, Ready!” is the backbone of our learning approach!

School address: 5503 El Camino Del Rey St. Houston TX 77081

Job Title: Special Education Teacher Full-Time

Primary Purpose:

To provide special education students with learning activities and experiences designed to support their intellectual, emotional, physical, and social growth. This involves developing individualized curricula, preparing instructional materials, and implementing each student's Individualized Education Plan (IEP) among others.

Qualifications:

Education/Certification:

- Bachelor's degree from an accredited university.
- Valid state teaching certificate with required special education endorsements.

Special Knowledge/Skills:

- Knowledge of the special needs of students in the assigned area.
- Understanding of the Admission, Review, and Dismissal (ARD) Committee process and IEP goal setting and implementation.
- Ability to adapt curriculum and instruction for diverse learning needs.
- Strong communication and collaboration skills.

Experience:

- Student teaching, approved internship, or related work experience.

Primary Responsibilities and Duties:

Instruction & Student Development

- Develop, implement, and monitor IEPs for assigned students through the ARD Committee process.
- Design and deliver instructional, or skill development programs tailored to individual student needs.

- Plan and use a variety of instructional strategies, activities, and materials to reflect student learning styles.
- Conduct ongoing assessments of student achievement using formal and informal methods.
- Create a classroom environment that is safe, supportive, and conducive to learning.
- Input and update data in SpedTrack as needed.

Case Management & Collaboration

- Serve as a case manager for assigned students.
- Lead and participate in ARD meetings as needed
- Collaborate with students, parents, general education teachers, administrators, and district/outside resource personnel.
- Maintain open and professional communication with parents regarding student progress.

Classroom & Behavior Management

- Manage student behavior and administer discipline according to IEPs, including intervening in crisis and using approved physical restraint techniques when necessary.
- Establish and communicate clear behavior expectations for students.
- Take all necessary precautions to protect students, equipment, materials, and facilities.
- Follow district protocols for reporting incidents (e.g., child abuse, harassment, violence).

Administrative & Professional Responsibilities

- Compile, maintain, and file all required physical and electronic reports, records, and documents.
- Plan and assign work for instructional aide(s).
- Participate in staff development, faculty meetings, and staff committees.
- Adhere to all federal, state, district, and school regulations and policies.
- Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

- Direct the work of instructional aide(s).

Working Conditions:

- Tools/Equipment: Personal computer, peripherals, and other instructional equipment.
- Physical Demands:
 - Prolonged standing and walking; frequent bending, stooping, and kneeling.
 - Occasionally may require heavy lifting (45 pounds or more)
- Environment: Exposure to biological hazards; may work prolonged or irregular hours.
- Mental Demands: Maintain emotional control under stress.

The above statements describe the general purpose and responsibilities of this job and are not an exhaustive list of all duties and skills that may be required.

