

JOB DESCRIPTION

TITLE: Special Education Teacher

TERMS OF EMPLOYMENT:

- 180 day contract
- Adopted school calendar in accordance with the EPEEA Contract

QUALIFICATIONS:

1. Special Education Teacher Licensure and highly qualified status as required by ISBE

SUPERVISOR:

Building Principal and Director of Special Services

JOB REQUIREMENTS:

- Provide instructional services to children identified as requiring specialized instruction.
- To follow District 86 and building policies, procedures, and regulations, and attendance standards.
- To implement the district's philosophy of education and instructional goals and objectives.

PERFORMANCE RESPONSIBILITIES:

1. Meets requirements called for in the current negotiated agreement.
2. Meets and instructs assigned classes in the locations and at the times designated.
3. Plans a program of study that meets the individual needs, interests, and abilities of students, as outlined in the I.E.P.
4. Creates a classroom environment that is conducive to learning and appropriate to the maturity of students.
5. Prepares for assigned classes and shows written evidence of preparation and implementation upon request of immediate supervisor.

6. Employs a variety of instructional techniques including technology, consistent with the needs and capabilities of individual students.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
8. Motivates students to set and maintain acceptable standards of behavior and assists the administration in developing individual behavior plans when necessary.
9. Maintains records as required by law, District policy and administrative procedures.
10. Works to establish open lines of communication with students, parents and staff, concerning both the academic and behavioral progress of all students.
11. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
12. Plans and supervises purposeful assignments for teacher's aide(s) and helps evaluate their performance.
13. Manages I.E.P.'s for students on caseload and prepares paperwork for eligibility meetings and annual reviews.
14. Attends I.E.P. meetings, annual reviews, and eligibility meetings.
15. Collaborates with teachers regarding classroom activities of included students.
16. Strives to maintain and improve professional competence.
17. Attends staff meetings and serves on staff committees as required.
18. Arrives at and leaves work at times in accordance with District policies.
19. Devote a minimum of 3% of the normal work-day to ensuring that all reasonable and necessary precautions are taken to protect students, equipment, materials and facilities.
20. Performs other duties as assigned by building principal, Special Education Director, or Superintendent.
21. Administer and chart data using CBM's.
22. Complete quarterly progress reports on IEP goals and objectives.

23. When appropriate, teach social skills.
24. When appropriate, use behavior tracking system.
25. Performs other duties as assigned by building principal, Director of Special Services, or Superintendent.

EVALUATION:

Performance of this job description will be evaluated in accordance with provisions of the ISBE and state law.

5-8-2012