



<i>Position</i>	Special Education Teacher
<i>Location</i>	Morton West, Morton East, Morton Freshman Center & Morton Alternative School
<i>Department</i>	Special Education
<i>Reports To</i>	Building Principal, Executive Director of Special Education, Special Education Coordinator
<i>Position Summary</i>	To create an optimal learning environment that focuses on a variety of individual educational needs; to inspire, motivate and stimulate students to master course content and develop skills to the utmost of their learning capabilities.
<i>Qualifications</i>	Illinois Professional Educator's License with Learning Behavior Specialist 1 and/or other required endorsement for the specific teaching assignment.
<i>Terms of Employment</i>	Ten (10) months
<i>Evaluation</i>	Annually
<i>Compensation</i>	2024-2027 Morton Teacher Salary Rates, Pay, and Fringe Benefits.pdf

<i>Essential Duties and Responsibilities</i>
<ul style="list-style-type: none"> • Prepares materials and plans daily instructions appropriate to each assigned class, which is aligned to the Illinois State Standards. • Develops instructional objectives for each lesson and relates the objectives to the course and departmental and district goals. • Help to design the Individual Education Plan for each student. • Implement the short-term objectives as stated on the Individual Education Plan, by providing appropriate materials and techniques. • Update the Individual Education Plan, methods, and instruction materials, as necessary. • Maintains desirable discipline standards in the classroom in an atmosphere conducive to learning and assists when needed with student discipline in other school areas. • Creates and maintains an atmosphere conducive to each student's emotional and developmental skills, one in which each student can develop a sense of worth and dignity. • Seeks support from the Assistant Principal, Principal, and other resources to improve the instructional program or to assist in resolving specific classroom problems. • Advocates changes and improvements in the curriculum to the Assistant Principal,

Principal, and Curriculum Director.

- Initiates, facilitates, and maintains on-going parent-teacher communication by utilizing various communication platforms.
- Keeps accurate and timely records for each student and performs those duties relative to pupil accounting assigned by the administration, including the recording of attendance, grades, discipline, assessment data, and other necessary student information.
- Collaborates with PLT members and other necessary stakeholders on the development and implementation of appropriate assessments and reports performance in a timely manner to students, parents, administrators, and PLT members.
- Communicates the district-scheduled times for additional support and remains flexible in offering additional support by being available at various times to meet individual student needs. Ensures students are regularly informed of opportunities for extra help
- Actively participates in faculty, division, departmental, and in-service meetings to collaborate with colleagues, stay informed of school initiatives, and engage in continuous professional development.
- Understands and explains special emergency procedures to students and supervises students during emergency situations (e.g. fire, severe weather, intruder).
- Implements a comprehensive safety program that includes safety instruction, testing, and practice in all shops, laboratories, and other areas with potential hazards, ensuring a safe learning environment for all students.
- Adheres to district policy and collective bargaining agreements by consistently demonstrating punctuality, professionalism, and preparedness to engage with students and colleagues. Demonstrates reliability and commitment to fostering a productive and respectful learning environment.
- Consistently implements and upholds all district policies, ensuring compliance with established guidelines and contributing to a cohesive, well-regulated school environment.
- Is sensitive to the physical and learning needs of students and takes appropriate measures to support these students.
- Serves as a positive role model for students by demonstrating leadership, academic excellence, strong character, and a commitment to responsibility. Encourages students to develop these qualities in themselves, fostering personal growth and accountability.
- Recognizes the value of co-curricular activities and demonstrates a willingness to assume sponsorship of activities when needed.
- Performs other job-related duties as directed by the administration.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing.

Work Environment

The employee will typically work indoors in one or multiple locations but may be required to travel outdoors in inclement conditions to go from building to building for meetings or classes.

The employee may be required to move from room to room through corridors heavily congested with people. The noise level in the work environment is usually moderate at a standard acceptable level for this environment.

Job Description Adopted

October 30, 2024