

### **Job Description**

**JOB TITLE:** Teacher – Special Education  
**DEPARTMENT:** Special Education  
**REPORTS TO:** Executive Director and/or designee

**TERM/FTE:** School Calendar @ 1.0  
**WORKSITE:** Any CASE Worksite  
**JOB STATUS:** in CBA; FLSA exempt

**Position Summary:** The employee in this position works as a licensed professional educator with students with disabilities by teaching and collaborating with staff such that students can be successful in a least restrictive learning environment.

#### **Position Requirements:**

Completed requirements for a Bachelor's Degree from a regionally accredited college or university.  
Hold or be eligible for an Illinois Professional Educator License with LBS1 certification and appropriate subject matter endorsement.  
BCBA preferred, but not required.  
Demonstrates excellence in verbal and written communications.  
Experience with collaborative groups and processes in a student-centered environment.  
Current CPI certification by start of school year  
Other qualifications of academic, professional, and personal excellence as the Board may specify.  
This position requires work to be done in person and on site.

**Certification, Licensure, Training:** Applicants must complete all requirements of this job as stated with the regulations of the Illinois State Board of Education (<http://www.isbe.net>) and policy statements of the CASE Board of Directors.

#### **Essential Duties:** (Other duties may be assigned.)

1. Demonstrates effective teaching techniques as defined by ISBE and professional group standards consistent with the needs and capabilities of the students in the classroom. Understands and demonstrates the principles of growth development and student learning appropriate for this position. Understands the federal laws and guidelines, state laws and regulations, as well as local rules and procedures. Demonstrates knowledge of disabilities and can explain them in a way meaningful to parents and others who work with students.
2. Employs a variety of instructional techniques and instructional media, consistent with the needs, interests and capabilities of the students. Meets and instructs assigned classes in the locations and at the time designated following a written schedule that allows for appropriate length of time for applicable curricular areas. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor. Develops and maintains a classroom environment conducive to effective learning. Assesses and evaluates students with respect to the impact of the disabilities and is able to report needs and recommendations for services, materials and equipment. Demonstrates effective behavior management techniques in working with students leading to positive classroom environment and engaged learning.
3. Creates educational experiences that provide each student the opportunity to develop his/her potential in the areas of: personal-social adjustment, decision-making, positive self-image, career education and other life skills.
4. Use the IEP process and procedures, as per state and federal law, to determine eligibility for special education and to develop an appropriate IEP to meet identified student needs. Monitors and assesses student progress in order to provide feedback on a regular basis to students, their parents and supervisory personnel.
5. Completes and maintains appropriate records, files follow-up reports in a timely manner.
6. Is an instructional team member who collaborates with colleagues, administrators, teachers and parents working toward appropriate services for students. Understands, demonstrates and utilizes appropriate channels of communication. Demonstrates effective consulting skills. Is supportive, but professional with parents and students. Effectively counsels students and parents with respect to their concerns about specific disabilities. Makes provision 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. Serves as a resource to parents and staff regarding agencies and parent support groups who serve persons with disabilities.

7. Seeks appropriate in-service and professional development. Provides appropriate in-service to staff, parents and community groups as needed.

**Job Responsibilities:** (Others responsibilities may be assigned.)

1. Works within the policies and regulations of the CASE Board of Directors and member school districts; Illinois public acts and regulations as described by the Illinois State Board of Education (ISBE) and serviced by the DuPage Regional Office of Education; and applicable Federal laws, regulations and guidelines applicable to the education of students.
2. Makes professional decisions that demonstrate support of the mission, goals and best interests of CASE as expressed in the Strategic Plan and Building Improvement Plans.
3. Responsible for the safety and well-being of students and paraprofessionals under his/her supervision.
4. Utilizes community, state and national resources where necessary to promote the safety and welfare of students.
5. Responsible for understanding and working within Board of Education policy when assigned to a CASE member school.

**Supervisory Responsibilities:** This job has responsibilities for all assigned students and educational support staff as well as any assigned student teachers, interns, and volunteers working in the school for the welfare and safety of all students while in the classroom, on school grounds, during before and after-school activities.

**Skills, Physical Demands and the Work Environment.** In order to perform this job successfully, an individual must be able to perform all essential duties and responsibilities. The requirements listed below are representative of the skills, physical demands, and work environment required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Skills Required:** The employee in this position must have the ability to ...

- read, analyze and interpret documents including correspondence in print or electronic formats.
- establish and maintain effective working relationships with all members of the school community.
- communicate clearly and concisely in verbal or written form.
- write reports as needed. The ability to effectively present information and respond to questions is required.
- complete mathematical operations and concepts of algebra.
- solve problems and deal with a variety of concrete variables where limited standardization protocol exists.
- perform essential duties within member school district requirements and CASE policies.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to ...

- sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- have vision abilities required include close vision, and the ability to adjust focus. (The ability to withstand long-term use of computer devices is required.)
- to have occasional lifting, carrying, pushing, and/or pulling and significant finger dexterity actions.
- meet work deadlines with severe time constraints, interacting with the public and staff, within irregular or extended work hours.

**Work Environment:**

- The noise level in the work environment is usually low. However, on occasion, the noise level will be moderate.
- Work is usually conducted indoors. Outdoor assignments may be part of this position.
- This work could be conducted at any assigned school district location.

**Employee Performance Evaluation:** Standard operating practice is to conduct job performance evaluations for this job annually during the employee's first four years of employment and bi-annually in subsequent years according to the Illinois School Code and the Collective Bargaining Agreement between the CASE Board of Directors and the CASE Education Association (IEA/NEA).

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of the duties performed in this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

CASE is an Equal Opportunity Employer. It is the policy and practice of CASE to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. CASE ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. The Cooperative has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making application for this opening should contact the office of the superintendent.