



EPSD124 Job Description

Special Education Teacher

TITLE:	Special Education Teacher
LICENSURE:	Valid Illinois Professional Educator License
ENDORSEMENT:	LBS1 Required and ESL or Bilingual Preferred
TERMS OF EMPLOYMENT:	Salary and work year established in accordance with the current negotiated contract
FLSA STATUS:	<i>Exempt</i>
REPORTS TO:	Building Administration
SUPERVISORY RESPONSIBILITIES:	Not Applicable
EVALUATION:	Job performance will be evaluated annually for non-tenured teachers and tri-annually for tenured staff members

JOB GOAL:

The special education teacher will play a crucial role in providing specialized instruction and support to students with diverse learning needs. As a Special Education Teacher, you will create an inclusive and supportive environment, adapt curriculum to meet individualized education plans (IEP's), and collaborate with colleagues, parents and other professionals to ensure the overall success of students with special needs.

ESSENTIAL DUTIES:

- Develop and implement tailored lesson plans to meet diverse academic, communication, sensory, and social-emotional needs.
- Utilize various teaching strategies, adaptive materials, and assistive technologies to facilitate learning of both core academics and life skills.
- Apply knowledge of communication, behavior, and sensory interventions to support students across settings.
- Collaborate with a multidisciplinary team, including therapists and para educators, to assess students' strengths and challenges, and contribute to the development and review of individualized education plans.
- Demonstrate a commitment to fostering inclusive practices and supporting general education collaboration.
- Collaborate with the IEP team to assess students' strengths and challenges, and contribute to the development and review of individualized education plans.
- Monitor and document student progress, using assessment data to adjust instruction and ensure achievement of IEP goals.
- Foster a positive and inclusive classroom environment that promotes respect, understanding, and collaboration among students with diverse learning needs.
- Implement effective behavior management strategies to create a safe and conducive learning space.
- Work closely with support staff and related service providers to coordinate and integrate support services for students with special needs.
- Maintain open communication with parents/guardians to share progress updates, discuss concerns, and collaborate on strategies for supporting students at home.
- Stay current on best practices, research, and trends in special education.
- Participate in professional development opportunities to enhance knowledge and skills in addressing the unique needs of students with disabilities.
- Use assessment data to inform instructional decisions and modify teaching methods accordingly.
- Other duties as assigned

QUALIFICATIONS:

- Valid Illinois Professional Educator License
- LBS1 Endorsement Required
- ESL or Bilingual Preferred
- Demonstrated aptitude for successful completion of professional responsibilities
- Other qualifications deemed necessary by the Board of Education (i.e., certifications/areas of concentration)

MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge in a specific field. Ability to read, analyze, and interpret procedures and regulations. Ability to communicate verbally and perform technical writing, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, students, administrators and the general public. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability

The employee shall support the district in the communication of the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and timelines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated management methods; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

Education/Preparation

The employee shall possess a college diploma; successful experience in a similar role; successful completion of any applicable proficiency exams; and possess/maintain appropriate current and/or future licensure expectations through the State of Illinois.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional and technological resources. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The employee shall possess exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware, as well as video and camera equipment and software. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

UPDATED

March 2026