



# **ZION-BENTON**

**TOWNSHIP HIGH SCHOOL DISTRICT 126**

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## **COMMITTED TO EDUCATIONAL EXCELLENCE**

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### **ZION-BENTON TOWNSHIP HIGH SCHOOL DISTRICT 126 JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<b>Special Education Teacher</b>	<b>LOCATION:</b>	<b>District</b>
<b>REPORTS TO:</b>	<b>Program Division Chair and Director of Special Education</b>	<b>STATUS:</b>	<b>Union Member</b>
<b>CLASSIFICATION:</b>	<b>Certified</b>	<b>TERM:</b>	<b>180 days</b>

#### **About D126:**

Zion-Benton Township High School District 126 is comprised of two high school campuses serving approximately 2,500 students in grades 9-12. We have a proud history with a diverse student population from the towns of Beach Park, Wadsworth, Winthrop Harbor, and Zion.

Zion-Benton Township High School is located in the western portion of the town of Zion. Zion-Benton East High School is centrally located in the heart of Zion, offering students the choice for a small high school experience. Both schools prepare students with the singular goal "To ensure that students graduate ready for college, a career, and life."

At D126, our mission is to promote self-worth, social responsibility, and lifelong learning in partnership with our community. Our vision is to empower students to thrive in today's global society.

#### **General Summary:**

Provides instruction and support for Special Education students placed in a self-contained setting in accordance with the District's policies and procedures for certified staff.

#### **Essential Duties and Responsibilities:**

1. Shall be directly responsible to his/her assigned Division Chair and Administration.
2. Meets and instructs students at designated locations and times.
3. Develops and maintains a classroom environment congruent with the teaching philosophy, Board of Education policy and goals of the district.
4. Checks and responds to e-mail and voice mail daily.
5. Encourages students to meet acceptable standards of classroom behavior as defined in the Student-Parent Guide.
6. Maintains an accurate and up-to-date electronic gradebook. Submits electronic grading information on each student and at any specified time student grade information can be produced.
7. Abides by the Board of Education's grading policy.
8. Takes precautions to protect students.

9. Maintains records as required by law, district policy and administrative regulations.
10. Upholds and enforces school rules, Illinois School Code, Board of Education policies and administrative regulations.
11. Makes provisions to be available to students and parents for educationally related purposes outside the instructional day when necessary and under reasonable terms.
12. Attends and participates in committee, team, department, faculty, and district meetings.
13. Establishes and maintains open lines of communication with students, parents, and colleagues concerning both academic and behavioral progress of students.
14. Performs related duties as assigned by the administration in accordance with district policies and practices.
15. Creates electronically and maintains records of student attendance and performance.
16. Completes all required IEP paperwork for students and attends IEP meetings as appropriate.
17. Completes CPI, Non-Violent Crisis Intervention Training.
18. Performs other duties assigned by immediate supervisor and Director of Special Education.

#### **Knowledge, Skills, and Abilities:**

- Possesses superior interpersonal, human relations, and behavior management skills.
- Demonstrates knowledge and expertise in the areas of best instructional practices.
- Works effectively in a collaborative setting.
- Committed to educational excellence.
- Possesses excellent oral, written, and presentation communication skills.
- Possesses education and training in student discipline and special education instruction.
- Competent in performing a high degree of detailed work.
- Able to work well under pressure, problem solve, and meet deadlines.
- Able to remain flexible and adapt to changing demands.
- Able to communicate with faculty, staff, students, parents, and the public in a courteous and professional manner.
- Able to maintain confidentiality and use good judgment.
- Demonstrates a commitment to professional growth and lifelong learning.

#### **Education and Experience:**

Current Illinois Special Ed certification required. Special Education High School teaching experience in related Special Ed field strongly preferred.

#### **Physical Requirements:**

	0-24%	25-49%	50-74%	75-100%
<b>Seeing:</b> Must be able to read reports and use the computer.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with staff, students, et.al. in the office and via telephone.				X
<b>Standing/Walking/Mobility:</b> Must be able to stand to access files and operate office machines, mobility within the office area and building.				X
<b>Climbing/Stooping/Kneeling::</b>			X	
<b>Lifting/Pulling/Pushing:</b>			X	
<b>Dexterity/Repetitive Motion:</b> Must be able to perform small hand motions such as writing, typing, using phone systems, etc.				X

**Physical Dimensions:**

Medium Work: Exerting up to 20-40 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects.

**Salary Range:** \$57,000 - \$63,000 annually based upon candidate's relevant educational attainment and experience as per Collective Bargain Agreement.

**Benefits:**

- Health, Dental and Vision Insurance for employee and optional family plans.
- Teacher Retirement System (TRS) paid by the Board of Education
- Sick and Personal Leave
- Bereavement
- Tuition Reimbursement

**Note:**

The statement herein intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Should the needs of the district and/or scope of responsibilities assigned to an employee's supervisor necessitate change, evaluation and modification of job descriptions may be required.