

EVANSTON TOWNSHIP HIGH SCHOOL

DISTRICT #202

1600 Dodge Avenue

Evanston, IL 60201

www.eths.k12.il.us

JOB DESCRIPTION

POSITION: Special Education Teacher (to cover one semester leave of absence)

REPORTS TO: Director of Special Education, Assistant Directors of Special Education, and Special Education Department Chairperson

Minimum Qualifications/Skills:

- Professional Educator License (PEL) with LBS1 licensure
- Bachelor's degree or higher in special education
- Bilingual or EL endorsement preferred
- Teaching experience at high school level with strong understanding of transition preferred
- Demonstrate a commitment to social justice, equity, excellence, and high expectations for all students
- Demonstrate a commitment to each student's academic and personal well-being
- Provide a safe, engaging, inclusive classroom community
- Communicate clearly and effectively with students, parents/guardians, staff, and the school community
- Follow and fulfill department and district stated protocols
- Demonstrate a commitment to professional growth by reflecting on practice, collaborating with colleagues, and monitoring own learning
- Exhibit a high degree of professionalism

Essential Functions:

- Design culturally relevant instruction, including individual and small group, which parallels the general education curriculum
- Co-teach with general education colleagues to provide an inclusive and differentiated learning community for all students
- Complete grading, attendance, and other appropriate student data records promptly and accurately
- Provide continual assessment of student progress and maintain records in conjunction with the case manager for IEP progress reporting
- Ensure that students are receiving the services outlined in their IEPs in partnership with the case manager
- Meet with parents/guardians, teachers, counselors, and administrators to discuss students' progress
- Work with paraprofessionals to support student needs
- Implement IEPs in instructional/classroom setting
- Develop modifications to general education course curriculum
- Facilitate connections between special education and the various general education departments

- Liaise with general education departments and serve as the primary contact for general education departments
- Collaborate with content area colleagues
- Maintain communication with parents/guardians and students
- Coordinate with and establish expectations for paraprofessionals to support student learning and well-being.
- Follow and fulfill department all district, state, and federal policies and procedures
- Perform other duties as assigned

TERMS OF EMPLOYMENT: 10 months (185 days)

WORK ENVIRONMENT: 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; some stooping, kneeling, crouching and/or crawling and significant finger dexterity. Generally the job requires 25% sitting, 50% walking and 25% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

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