

## **Community Consolidated School District 21 Job Description Special Education**

**Supervisor:** Principal  
**Employee Group:** Teacher  
**Work Year:** Teachers' calendar  
**Licensing:** Professional Educator License - LBS-1  
ESL Endorsement Preferred

### **Purpose:**

To advocate for all learners, with a focus on academic achievement, social emotional growth and functional skills. To build on student successes by committing to continuous instructional improvement and providing an environment that supports the social development of all students.

### **Responsibilities:**

- Plan for the learning, social, emotional and/or functional needs of individuals and groups of students.
- Uses student learning data to adjust instruction, monitor student growth, and design IEP goals.
- Complete all required IEP documentation and other student records.
- Co-teaching, providing instruction in literacy, math, social emotional learning, and/or executive functioning skills.
- Exhibits flexibility, initiative and creativity.
- Provide a safe and optimal learning environment.
- Work collaboratively with related service staff, general education teaching staff, and administrators.
- Complete functional behavioral assessments and write behavior intervention plans.
- Maintain positive working relationships with students, parents and staff.
- Other duties as assigned

### **Job Requirements**

Specific skill and knowledge-based competencies required to satisfactorily perform the functions of the job include:

- Federal, state, and district policies, regulations and laws pertaining to job functions.
- Preparing and maintaining accurate records.
- Business appropriate grammar and punctuation in English.
- Reading and spoken fluency and comprehension in English.
- Basic mathematical skills (addition, subtraction, multiplication, division).

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- Maintaining high standards of confidentiality.
- Communicating tactfully and courteously with diverse groups.
- Effectively presenting information in one-to-one and group situations.
- Working independently, staying focused on tasks, and assuming responsibility for assigned projects and duties.
- Making sound decisions on the basis of available information.
- Maintaining accuracy of work products.
- Demonstrating fiscal responsibility.
- Adapting to changing work priorities.
- Working collaboratively as part of a team.
- Demonstrating behavior which promotes positive relationships.

- Respecting the opinions of others.
- Demonstrating the ability to manage conflicts.
- Applying common sense understanding to carry out instructions.
- Maintaining professional integrity.

Specific physical ability-based competencies required to satisfactorily perform the functions of the job include:

- Completing tasks using fine finger dexterity.
- Utilizing computer keyboards and screens to enter, retrieve, and transform information or data.
- Sitting, standing, walking

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Updated: December 2022