

School District 23
Prospect Heights, IL

JOB DESCRIPTION

SPECIAL EDUCATION TEACHER

- QUALIFICATIONS:** Valid Illinois Professional Educator License (PEL) with a LBS1 endorsement for the grade level to which assigned
- REPORTS TO:** Principal or Director of Special Education
- SUPERVISES:** Students in class, students in assigned building, and students in areas of sponsorship.
- JOB GOAL:** To provide each special education student with a program that will enable them to reach their fullest academic, physical, emotional, psychological, and behavior potential.

PERFORMANCE RESPONSIBILITIES:

1. Provide an appropriate educational program for special education students consistent with state and federal requirements that meets the individual needs, interests, and abilities of students.
2. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
3. Works cooperatively with classroom teachers who have special education students in general education classes, interpreting the abilities and disabilities of these students to the entire staff, and assisting the student with regular class assignments.
4. Confers frequently with parents and professional staff members regarding the educational, social, and emotional concerns of such students.
5. Assists in screening, referring, evaluating, and recommending placement of students in appropriate special education programs and in updating such evaluations as required.
6. Counsels individuals and groups of special education students with educational and social/emotional concerns.
7. Assists the special education student in making a realistic assessment of his abilities and in establishing educational and personal goals in keeping with these abilities.
8. Attends staff meetings and serves on staff committees as required.
9. Acts as case manager for students with IEPs and Section 504 plans by completing and organizing paperwork, scheduling and running meetings, as well as communicating with parents and school professionals.

10. Performs other duties as assigned by the school administration.
11. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; 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, and depth perception. The noise level in the work environment is usually moderate

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's teacher evaluation plan, or when necessary, by the provisions of the State Board of Education's teacher evaluation plan.

March 2020