

Community Consolidated School District 62
777 Algonquin Road
Des Plaines, IL 60016

Job Description

JOB TITLE: Special Education Instructional Behavioral Specialist
DEPARTMENT: Student Services
REPORTS TO: Assistant Superintendent of Student Services

Summary:

A Special Education Instructional/Behavioral Specialist is a certified special education teacher who works with building teams and classroom teachers in assisting with instructional strategies, advising on behavioral interventions designed for students with challenging behavior, providing training and professional development on research-based instructional/behavioral practices, and engages teams in data-driven decision making. The Special Education Instructional/Behavioral Specialist will fulfill these responsibilities through collaborative meetings with teams and modeling, consulting, co-planning, and co-teaching with classroom teachers.

Essential Duties and Responsibilities:

1. Provides support to special education teachers, building teams and special education programs.
2. Supports building teams with providing support to students who require social, emotional, and/or behavioral regulation for the purpose of improved functioning in the general education setting, ensuring program eligibility and/or compliance with established program guidelines.
3. Assists in developing interventions, functional behavior assessments and behavior plans for the purpose of providing a safe and effective educational environment for students with challenging behaviors.
4. Assists in developing procedures and training materials for district staff involved with students with challenging behaviors for the purpose of enhancing programs for students and ensuring that program operations are in compliance with established guidelines.
5. Conducts workshops, training, in-service presentations, etc. in classroom management techniques and other topics for the purpose of developing skills and establishing effective relationships with behaviorally or emotionally disturbed students.

6. Coordinates handling of child abuse and neglect cases through contact with school staff and outside agency personnel for the purpose of complying with mandated requirements.
7. Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
8. Acts as liaison to ensure public and mental health community for the purpose of supporting individual student development goals.
9. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Supervisory Responsibilities:

This job has no evaluative responsibilities. In order to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, physical demands and work environment required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualification Requirements:

1. Completion of a Bachelor's degree or higher from an accredited college or university.
2. Illinois special education teacher licensure with LBSI endorsement.
3. BCBA (Board Certified Behavior Analyst) endorsement or Master's Degree in Special Education preferred.
4. Master teacher with successful experience in effective instruction in the classroom.
5. Successful experience with using data to inform instructional decision-making.
6. Successful experience in working collegially with teachers.
7. Successful experience participating on school or district committees focusing on data driven instruction, social emotional learning, positive behavior interventions/supports, restorative practices and/or related topics.
8. Successful experience serving in school or district leadership roles.
9. Highly-motivated, well-organized, excellent communicator.

Skills Required:

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence, and procedural manuals.
- Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in non-standardized situations.

- Ability to operate a computer and related software, such as, MS Word, Excel, and PowerPoint in an Apple computer environment and Google Suite.
- Ability to establish and maintain effective working relationships with all stakeholders.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to stand, walk, operate office equipment, sit, and occasionally to reach with hands and arms.
- The employee must occasionally lift and/or move up to 30 pounds; such as files and paper supplies.
- Specific vision abilities required by this job include close vision and the ability to change focus. Frequent use of computer monitors is required. Requires typing on the computer keyboard with frequent interruptions.
- The position requires the individual to meet deadlines with time constraints and to interact with other employees.

Work Environment:

- The noise level in the work environment is usually quiet. On occasion the noise level will be moderate to high.
- Work is usually conducted indoors. This work is normally conducted at multiple school sites.

Evaluation: Job performance is evaluated in accordance with district guidelines by the evaluator.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of the duties performed in this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Community Consolidated School District 62 is an Equal Opportunity Employer. It is the policy and practice of District 62 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 62 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. The District has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making an application for this opening should contact the office of the Director of Human Resources.