

COMMUNITY HIGH SCHOOL DISTRICT 94

JOB DESCRIPTION

JOB TITLE Teacher – Special Education

SUMMARY It is the responsibility of the Teacher – Special Education to provide support to the instructional process by supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines, collaborating with other teachers, other professional staff and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress. The Teacher – Special Education performs case manager duties and develops appropriate IEPs including functional behavior assessment, individualized behavior intervention plans, measurable goals, and supports and services in order to determine appropriate placement in the least restrictive environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties and responsibilities may be assigned)

- Instructs students for the purpose of providing a safe and optimal learning environment.
- Plans and delivers curriculum appropriate for the assignment.
- Implements academic, behavior, health plans, 504 plans, IEP's, language modifications and accommodations, etc. for the purpose of ensuring compliance with regulatory requirements, established guidelines, and performance standards and encouraging parent involvement.
- Participate as an IEP team member by contributing to the Child Find process; conduct evaluations of students using appropriate instruments, observations, data collection measures.
- Facilitate team development of students' individualized educational plans and provide draft paperwork to parents in advance of the IEP meeting.
- Facilitate IEP meetings and re-evaluate students with disabilities as recommended by the IEP team.
- Contribute as a member of the IEP/Problem Solving team to conduct a Functional Behavior Assessment and develop a Behavior Intervention Plan when required.
- Implement non-violent crisis intervention when necessary to ensure the safety of students.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Administers assessments and provides feedback and interventions based on student results.
- Prepares a variety of written and/or digital materials (e.g. grades, attendance, anecdotal records, lesson plans, substitute plans, etc.)
- Communicates with students for the purpose of improving performance, work/study habits, problem solving techniques and a variety of academic and/or social/emotional issues.
- Communicates with students who have been absent for the purpose of making adjustments and accommodations for learning, assessments, and other activities.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes and achieving established classroom objectives in support of the school improvement plan.
- Advises parents and/or legal guardians in a culturally sensitive and appropriate way of student progress for the purpose of communicating expectations, student achievements, developing methods for improvement and/or reinforcing classroom goals.
- Coordinates a variety of activities (e.g. field trips, transportation, lesson plans, etc.).
- Directs student teachers, educational assistants, volunteers and/or student workers as needed.
- Actively participates in a variety of meetings and professional development opportunities (e.g. staff development, institute days, department meetings, etc.).
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Responds to and communicates with Administration, teachers, parents, guardians, and others both in writing and in person/phone and in a timely manner
- Complies with all Board policies, ISBE requirements, School Code, IDPH requirements and other laws and regulations.

SUPERVISORY RESPONSIBILITIES

- None

EDUCATION, CERTIFICATION, AND EXPERIENCE

- ISBE PEL with appropriate endorsement
- Bilingual (Spanish) helpful
- Strong organizational and interpersonal relationship development skills

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SKILLS AND ABILITIES

- Must be able to perform all of the duties and responsibilities of the position
- Demonstrated leadership ability
- Ability to communicate effectively and accurately, both orally and in writing, in English
- Ability to establish and maintain effective working relationships with both internal and external constituents
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to deal with difficult situations courteously and tactfully
- Some assignments require instructing students in outdoor conditions on a variety of surfaces.
- Trained in non-violent crisis intervention (training provided) and able to implement appropriate interventions

PAY TRANSPARENCY

- Pay scale and benefit information is available on our website [HERE](#).

Physical Requirements - while performing job, employee is required to:					(F = Frequently O = Occasionally S = Seldom)				
Climb Ladders	S	Kneel	S	Lift/Carry > 50 lbs.	S	Push/Pull > 50 lbs.	S	Talk	F
Climb Stairs	O	Lift/Carry under 10 lbs.	F	Push/Pull under 10 lbs.	O	See	F	Twist	O
Crawl	S	Lift/Carry 10-25 lbs.	S	Push/Pull 10-25 lbs.	S	Squat	S	Walk	O
Hear	F	Lift/Carry 25-50 lbs.	S	Push/Pull 25-50 lbs.	S	Stoop/Bend	S		
Work Calendar	√	10 months = 183 paid days							
Reports to	√	Director - Specialized Services							
Compensation	√	Paid per the Contractual Agreement with the WCHSTA (salaried)							
		Paid per the Contractual Agreement with the WCHSSSA (hourly)							
		Paid per the Contractual Agreement with the WCHSSSA (salaried)							
		Regionally competitive salary (not paid per a collectively bargained contractual agreement)							
Classification		Administrative							
		Supervisory							
		Confidential (non-certified - not covered under the Contractual Agreement with the WCHSSSA)							
	√	Certified (covered under the Contractual Agreement with the WCHSTA)							
		Non-Certified (covered under the Contractual Agreement with the WCHSSSA)							
FLSA Status		Non-Exempt from overtime under the Fair Labor Standards Act							
	√	Exempt from overtime under the Fair Labor Standards Act							