JOB DESCRIPTION

TITLE: Teacher of Cross-Categorical Disabilities

QUALIFICATIONS:

1. Hold appropriate valid Illinois State Certification for population serviced

REPORTS TO:

1. Principal
2. Director of Special Education

JOB GOALS:

1. To modify educational program to accommodate students with disabilities

PERFORMANCE RESPONSIBILITIES:

1. Design and/or select appropriate remedial materials
2. Organize a well structured multi-age and multi-ability classroom
3. Have knowledge of the curriculum and program demands at each grade level
4. Use task analysis to enable a child to master a concept or skill
5. Incorporate behavior modification techniques with children in the classroom
6. Mainstream students for appropriate subjects at appropriate levels
7. In the event of absence, assure the continuance of the special education program by providing the substitute teacher with the following information:
   a. copy of the daily schedule
   b. seating charts, lesson plans, desk copies of texts, teacher's manuals and attendance books
   c. information about location of needed supplies
   d. emergency fire drill procedures
   e. notes on students with critical, health, emotional and/or other problems
8. Completes promptly necessary records, forms and reports and maintain records as needed to comply with district, cooperative, state and federal regulations
9. Keep thorough and on-going records on each student in specialized programs
10. Supervise the responsibilities of the program assistant
11. Administer standardized and diagnostic tests when appropriate to assess progress of each student in class
12. Determine child's strengths, weaknesses and learning style
13. Write effective and meaningful specific long range goals and short term instructional objectives as part of the IEP
14. Appropriately assess when a child in the self-contained classroom should be integrated
15. Have knowledge of standardized and criterion reference tests used in the District
16. Design and use informal assessment tools
17. Develop lesson plans and instructional materials and provide individualized and small group instructions in order to adapt the curriculum to the needs of each pupil.

18. Develop with other appropriate staff an educational plan for each student for the following academic year to be presented at the annual review staffing.

19. Communicate pupil’s progress, strengths and weaknesses and interpret school programs to parents.

At all times you are in or on school premises you are charged with the responsibility, as an employee of the Board of Education, for the supervision of students to provide for their safety and well being while they are in our charge.

DATE ADOPTED: April 29, 1998

REFERENCE: School Board Policy