

**BOARD OF EDUCATION, DISTRICT NO. 148  
DOLTON, COOK COUNTY, ILLINOIS**

**Job Description  
Special Education Teacher**

**A. Qualifications**

1. Must possess a Type-10 IL Certification with LBS1 Endorsement
2. Must possess exemplary communication and organizational skills

**B. Job Description**

1. Provides the necessary communication link between home and school. This link will establish communication regarding disciplinary and academic issues.
2. Provides students with various approaches that could be used to resolve academic problems/concerns.
3. Works proactively to manage student behavior issues in order to maintain a safe learning environment.
4. Works collaboratively with all staff to relay pertinent information concerning students.

**C. Responsibilities**

1. Provides quality special education and student support programs and services.
2. Implements the procedural safeguards of special education (i.e., student records, identification, evaluation, placement, and implementation of the IEP).
3. Monitors policies and procedures and assures their implementation including the review of IEP documents to monitor compliance with IEP requirements and procedural components.
4. Follow-up on questions and concerns raised by school staff and/or parents.
5. Coordinates the educational programs and activities of their students.
6. Collects, maintains, and records all information pertaining to students.
7. Provides instructional services for IEP students as assigned.
8. Writes IEP goals for annual review, re-evals and initial evaluations on all students as required following the state and federal mandates.
9. Other duties as assigned.

**AD-68**

*The Mission of School District 148 is to  
challenge and support all students to reach their highest level of performance.*