



## SPECIAL EDUCATION TEACHER

### QUALIFICATIONS:

- Teaching certificate for the State of Illinois
- Minimum of a Bachelor's Degree from an accredited college or university.
- Learning Behavior Specialist I (LBSI) - Initial, Standard, Master Special Preschool – Age 21 Certificate
- The LBSI teacher will serve students with all disabilities except visual, hearing, and speech/language impairments. Such teachers must complete 50% of the continuing professional development they need for certificate renewal in the area of special education, and their renewal plans must address adapting and modifying curriculum to meet the needs of children receiving special education.
- Other qualifications that are deemed important or necessary by the Board of Education

### REPORTS TO:

- Building principal or other designated supervisor

### JOB GOAL:

- Provide specialized instruction and assistance to meet the needs of children identified as having disabilities to learn subject matter, skills, and attitudes that will contribute to their development as mature, able, and responsible men and women

### PERFORMANCE RESPONSIBILITIES:

1. Work collaboratively with other school personnel in the identification, diagnosis, and instructional planning for individual students with specialized needs
2. Provide case management for Special Education students
3. Develop and implement Individual Education Programs (IEPs), schedules IEP meetings, provide required notice to parents/guardians, and ensures all IEP paperwork is complete
4. Plan and implement specialized instructional programs in accordance with the district's philosophy and curricular objectives; adheres to approved policies and procedures of the district
5. Meet and instruct assigned classes in the locations and at the times designated
6. Plan individualized instruction that targets IEP goals and objectives, motivate students and meet the needs, interests, and abilities of the students
7. Modify curriculum to meet individual student needs and ensure appropriate accommodations are provided
8. Create an environment that is conducive to learning and appropriate to the maturity and interests of students
9. Prepare for assigned classes and shows written evidence of preparation upon request of immediate supervisor
10. Guide the learning process toward the achievement of IEP goals and establishes clear objectives for lessons and communicates these objectives to students
11. Employ a variety of effective teaching methods, instructional techniques and instructional media, consistent with the needs and capabilities of the individuals and/or student groups involved
12. Assess the accomplishments of students on a regular basis and provide feedback and progress reports as required.
13. Update IEP goals and objectives quarterly
14. Encourage students to become responsible in maintaining acceptable standards of classroom behavior
15. Assist administrators in implementing policies and rules concerning student conduct; in the classroom, develop reasonable rules of classroom behavior and procedure, and maintain order in a fair and just manner
16. Take necessary and reasonable precautions to be responsible for and to protect students, equipment, materials and facilities
17. Maintain accurate, complete, and punctual records as required by law, District policy and administrative direction
18. Make provisions to be available to students and parents as needed for education-related purposes.
19. Attend staff meetings and contributes to ongoing development of District programs through constructive involvement



20. Strive to maintain and improve professional competence; demonstrate awareness of strengths and limitations, acknowledging recommendations, and setting personal and professional goals for improvement
21. Possess and maintain current information and academic background; demonstrates observable knowledge of theory and content in special education and subject matter appropriate to elementary and/or secondary level
22. Treat personal information about students, parents, or staff members confidentially and ethically by discussing such personal information only with individuals having a demonstrable educational interest in the student
23. Maintain communication and positive relationships with students, colleagues, parents and community
24. Support the Bloomington Public Schools School District 87 and imparts a positive image of the District within the community

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.