

Title: **SPECIAL EDUCATION TEACHER**

Reports To: Division Leader

Duration: 2023- 2024 SY

Salary: Salary schedule is based upon the education and experience of each teacher.
One year of salary schedule credit for each year of full-time public school
teaching experience up to a maximum of eight years.

Minimum Qualifications

Education	Bachelor's Degree
Licenses	Valid Illinois Professional Educator License with Learning Behavior Specialist I and Secondary Education Endorsements and the ability to meet Highly Qualified Status requirements.
Experience	Experience teaching (to include student teaching) Special Education in the last five years.

Definition

The classroom teacher is responsible for the organization and operation of classroom instruction in accordance with course, department, school and district goals, objectives, policies and procedures. The teacher is accountable to his/her division leader and principal.

The classroom teacher, as a subject matter specialist, prepares and organizes daily instruction, emphasizing quality instruction as the most important function of the school. Cooperating with fellow teachers and his/her department head, the teacher will facilitate student achievement of established curricular goals through a variety of appropriate teaching techniques.

Essential Duties and Responsibilities

- Participates with other staff members in determining and achieving school programs, goals and objectives.
- Follows department goals and course objectives as the basis of instructional planning.
- Pre-assesses student readiness for new instruction.
- Paces program through the curriculum according to student/class needs and abilities.
- Matches resources, teaching strategies and assessment to the learning goals and objectives.
- Prepares and executes lesson plans according to course objectives.
- Clearly communicates the expectations for each lesson.
- Organizes instructional materials for each lesson.
- Makes effective use of class time.
- Varies teaching to accommodate a variety of learning styles and resources.
- Demonstrates clearly the relationship between new and previously presented material.
- Assigns and evaluates class work and homework on a timely basis.
- Assesses student progress regularly.

- Clarifies concepts and strengthens skills through use of relevant examples and/or demonstrations.
- Involves students in the learning process.
- Demonstrates knowledge, understanding and skill to teach the subject matter.
- Establishes and maintains an appropriate instructional climate.
- Clearly communicates classroom, as well as school, rules and procedures.
- Maintains discipline and deals with unacceptable student behavior consistently and appropriately.
- Maintains and submits upon request accurate and complete records as required by law, District policy and administrative regulations.
- Upholds and enforces departmental and school rules, administrative regulations and Board Policy.
- Demonstrates effective communication skills when dealing with immediate supervisors, parents, students, peers and other school groups.
- Participates in school/community relations and strives to present a positive school image to the community when serving in a representative role for the school district.
- Continues professional development.
- Fulfills all contractual obligations.
- Familiarity with Boys Town Model of Behavior.
- Knowledge of token economy to reinforce social skills and behavior.
- Positive Reinforcement Concepts in conjunction with PBIS.