



Frankfort School District 157-C
10482 W. Nebraska Street, Frankfort, IL 60423
Phone: 815-469-5922 Fax: 815-469-8988
www.fsd157c.org

Job Description: Special Education Teacher

Classification Group: Certified Staff Member

Job Summary & Essential Functions:

Under the direction of the Director of Special Services and building administrative staff, the Special Education Teacher is responsible for creating a flexible, learning environment which focuses on a variety of individual needs. The Special Education Teacher is expected to establish effective rapport with students, and assist students with the development of skills to their fullest intellectual, social and emotional potentials and abilities.

Qualifications:

- Valid/Active Professional Educator's License through Illinois State Board of Education (ISBE) registered in Will County, IL required with the following applicable endorsements:
 - Learning Behavior Specialist I (LBS1, K-22)
- Demonstrated computer skills with experience using Microsoft Office.
- Ability to interact closely with students with patience, flexibility and a caring attitude that caters to diverse learning needs.
- Ability to supervise and assist students in all weather conditions.
- Broad knowledge of office and administration procedures and functions.
- Must be detailed oriented with strong organizational, written and oral communication skills.
- Must be able to multi-task in high paced environment.
- Ability to proactively identify obstacles and implement solutions.
- Must maintain the highest level of professionalism, integrity, trust and confidentiality.

Specific Duties:

- Participate in the development of students' individual education programs (IEP).
- Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- Implement an Individual Education Program for each student, preparing comprehensive, daily lesson plans to reflect long-range goals and short-term objectives, including Behavior Intervention Plans.
- Provide a variety of motivators to students to assist them in achieving their fullest intellectual potentials.
- Assist students in the development of self-esteem by providing opportunities for classroom success, and by fostering positive peer relationships.
- When appropriate, provide assistance to students as necessary to allow them to be included in instructional settings.
- Conduct ongoing assessments of the academic, behavioral, and physical performance of each student.



Frankfort School District 157-C
10482 W. Nebraska Street, Frankfort, IL 60423
Phone: 815-469-5922 Fax: 815-469-8988
www.fsd157c.org

Job Description: Special Education Teacher

- Provide adequate information for staffing and conferences when considering placement or reassignment of students.
- Establish and maintain ongoing communication with standard and special services staff for all assigned students.
- Requisition instructional materials and supplies necessary to facilitate the long range goals for least restrictive education programming.
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Maintains accurate, complete and correct records as required by law, district policy and administrative regulations.
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner.
- Makes provision for being available to students and parents for education- related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Plans and supervises purposeful assignments for teacher aides and volunteers and cooperatively assists supervisor in the evaluation of the aide's performance.
- Translates lesson plans into learning experiences to best utilize the available time for instruction.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicates with parents through conferences and other means to discuss students' progress and interpretation of the school program.
- Identifies student needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Creates an effective environment for learning through functional and attractive displays, bulletin boards and interest centers.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- Selects and requisitions books and instructional aids and maintaining required inventory.
- Supervises students in activities beyond the classroom during the assigned workday.
- Administers group standardized tests in accordance with the district testing program.
- Participates in curriculum development programs as required.
- Participates in faculty committees and sponsorship of student activities.
- Attends building and department level meetings as required.



Frankfort School District 157-C
10482 W. Nebraska Street, Frankfort, IL 60423
Phone: 815-469-5922 Fax: 815-469-8988
www.fsd157c.org

Job Description: Special Education Teacher

Supervisor:

The Special Education Teacher will report directly to the Director of Special Services and building administration in consultation with District Administration and the Board of Education.

Additional Duties:

The employee in this position will be responsible for any additional duties and/or responsibilities as assigned or required by Building Administration and/or District Administration.

Physical Activity:

Work may require frequent bending, reaching, sitting, standing, walking and talking.

Work Environment:

Work is performed in both indoor and outdoor school settings that may include differing weather conditions. Noise associated with classroom activities, lunch and recess occurs on daily basis. Hazards are relatively non-existent.

Evaluation:

Performance will be evaluated in accordance with the provisions of the Board of Education policy 5:200 on evaluation of Professional Personnel, developed pursuant to State law.

Terms of Employment:

This is a full time, 10 (ten) month position. Compensation determined by the Board of Education.

Associated Benefits:

- 16 sick days
- 3 personal days
- Bereavement Leave
- Health, Dental and Vision Insurance
- Retirement contribution
- 403b & 457b options
- Tuition Reimbursement Available