

TITLE: Special Education Teacher

Locator: 3:25B

QUALIFICATIONS/SKILLS:

1. Appropriately licensed/certified (LBS1) by the Illinois State Board of Education.
2. Competence in a variety of teaching and behavioral methodologies and strategies.
3. Ability to work successfully with diverse populations.
4. Competence in the use of technology, diagnostic tools, and other instructional materials.
5. Excellent communication skills, both verbal and written.
6. Positive attitude and excellent work ethic/organizational skills.
7. Excellent interpersonal skills and ability to work well with others.
8. Maintain confidentiality of sensitive information.
9. High level of professionalism and ethics.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL QUALIFICATIONS:

1. Certificate of good health signed by a licensed physician
2. Able to utilize resources from a variety of computer programs and other work units
3. Must be able to communicate verbally and through email
4. Bending, carrying, climbing must be able to travel between job sites, lifting, pushing-pulling, reaching, sitting, standing, and walking. Must be able to occasionally lift, move, or push items of 50 lbs. such as assisting children or moving/rearranging furniture
5. Generally, requires 25% sitting, 25% walking, and 50% standing

REPORTS TO: Building Principal, Director of Special Services

JOB GOAL: To instruct students in learning environments which focus on a variety of individual needs; assist students with the development of skills to their fullest intellectual, social and emotional potentials.

PERFORMANCE RESPONSIBILITIES:

1. Identify student needs, make appropriate referrals, and develop Individual Education Plans (IEP) that meet State and Federal Guidelines.
2. Coordinate, implement, and support students' Individual Education Plan, including long-range goals and short-term objectives.
3. Develop and administer comprehensive lesson plans and instructional materials that allow for the provision of individualized, whole group, or small group research-based instruction and also allows students access to the general education curriculum.
4. Create and maintain an atmosphere conducive to learning that supports optimal educational experiences as well as social and emotional well being.
5. Plan and conduct activities that provide a balanced program of instruction, including allowing time and opportunity for students to observe, question and investigate.
6. Foster cooperative social and emotional behavior through activities/group projects, and assist students in forming satisfying relationships with staff and peers.
7. Screen and provide instructional supports for English Language Learners.
8. Conduct ongoing assessments of the academic, behavioral, emotional and physical performance of each student.

9. Confer with parents/guardians, teachers, support staff, specialist, and administrators in a positive and productive manner in attempts to resolve student behavioral and academic problems.
10. Maintain accurate and complete student records, and prepare all reports and paperwork as required by federal and state laws, district policies, and administrative regulations.
11. Promote parent participation and involvement in educational activities and IEP meetings and decisions.
12. Attend meetings called by the Principal and Director/Assist. Director of Special Services
13. Establish, implement, and enforce rules and procedures related to appropriate classroom behavior: allow for and maintain a positive learning environment.
14. Maintain CPI certification, as required.
15. Provide a variety of motivators to students to assist them in achieving their fullest intellectual potentials.
16. Assist students in the development of self-esteem by providing opportunities for classroom successes and by fostering positive peer relationships.
17. Provide adequate information to applicable stakeholders for meetings and conferences when considering placement or reassignment of students.
18. Establish and maintain ongoing communication with staff as required.
19. Maintain effective (positive, constructive, tactful) on-going communication with parent/guardian (i.e., notes home to parents, phone contacts, conferences) to promote home/school cooperation.
20. Procure instructional materials and supplies necessary to facilitate the long-range goals for Least Restrictive Educational programming.
21. Work cooperatively with the PTO and community.
22. Provide input regarding the curriculum to the Principal and Special Education Department (including administration and colleagues)
23. Develop a personal plan for continued professional growth.
24. Plan and supervise purposeful assignments for support staff and provide input to admin on their job performance as requested.
25. Coordinate the appropriate distribution of classroom accommodations, supplementary aids and services, and behavior intervention plans with applicable staff.
26. Maintain compliance with Special Education paperwork and procedures.
27. Coordinate, organize and manage IEP meetings.
28. Works cooperatively with general education classroom teachers to modify work, curriculum, and instruction.
29. Accept other responsibilities and duties, relevant to teaching assignment, as may be assigned by administration.

TERMS OF

EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel (5:320).

This job description is intended to describe the general nature and level of the work being performed by employees being assigned to this position and is not an exhaustive list of all duties and responsibilities. The school district reserves a right to amend and change the responsibilities to meet business and organization needs as necessary.

Homer Community Consolidated School District 33c advised the public, employees, and job applicants that it does not discriminate on the basis of any non-merit factor in admission to, treatment of, or employment in its programs and activities. Equal Opportunity Employer.

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