

**NORRIDGE SCHOOL DISTRICT 80
SPECIAL EDUCATION TEACHER JOB DESCRIPTION**

Title: Self-Contained Special Education Teacher

Minimum Qualifications: Type 03 or Type 10 Illinois Certificate with an LBS I Endorsement¹; successful student teaching/teaching experience; strong instructional, organizational, and interpersonal skills; in-depth knowledge of curriculum, *Common Core Standards*, instructional strategies, and integration of instructional technologies; demonstrated ability for effective classroom management and instructional delivery; and willingness to sponsor and/or participate in extracurricular activities related to the position.

Supervisors: Director of Special Education and Principal

Evaluator: Director of Special Education

Basic Function

To create a safe, nurturing, and stimulating classroom environment conducive to learning and social emotional growth for students; to motivate and lead students to develop skills, strategies, attitudes, and knowledge needed to be successful in their continuing education; to implement the school district's approved curriculum in accordance with state standards with both fidelity and integrity; and to establish positive relationships with students, parents/guardians, staff members, and the greater school community

Physical Requirements

Perform the physical tasks necessary to monitor, supervise, and physically assist students throughout the school day during a variety of instructional activities; report to the assigned site on a regular basis; must be able to function effectively in an active, loud environment; must be able to adapt to changes in the work environment as circumstances require.²

Duties and Responsibilities

Planning and Preparation

1. Develops IEPs for assigned students consistent with NSD 80 and ISBE guidelines
2. Prepares documents for IEP meetings and communicates with IEP team to facilitate IEP implementation
3. Collaborates with colleagues to plan individualized instructional and behavioral interventions
4. Demonstrates knowledge of content and pedagogy
5. Demonstrates knowledge of students
6. Demonstrates knowledge of resources
7. Designs coherent instruction differentiated to meet the needs of students

¹ Teachers working under a provisional certificate must hold a permanent certificate before gaining tenure.

² Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

8. Designs student assessment

Classroom Environment

1. Create respect and rapport
2. Establishes a culture for learning
3. Manages classroom procedures
4. Manages student behavior
5. Organizes physical space
6. Monitors and oversees services provided by teacher aides and other support personnel

Instruction

1. Serves as case manager for assigned students, providing direct and consulting services
2. Communicates clearly and accurately
3. Provides instruction based on students' IEP goals and objectives
4. Uses assistive technology and modifies resources to meet student needs
5. Engages students in learning
6. Provides feedback to students
7. Regularly assesses students and adjusts teaching methods and interventions accordingly
8. Demonstrates flexibility and responsibility

Professional Responsibilities

1. Demonstrates support for vision, mission and goals of District 80
2. Reflects on teaching
3. Maintains accurate records, including special education records
4. Communicates with families using a variety of methods, including conferences
5. Contributes to the community and the school
6. Engages in professional growth and development activities
7. Shows professionalism in dealing with others
8. Performs related duties as assigned by the administration
9. Complies with established laws, regulations and District 80 policies and procedures