

## SPECIAL EDUCATION TEACHER

**QUALIFICATIONS:** Valid LBS1 license (Pre-K -21)  
Successful teaching experience  
Knowledge of best practices in instruction and integration of instructional technology  
Other qualifications deemed necessary by the Board of Education

**REPORTS TO:** Building Principal

**SUPERVISES:** Paraprofessional(s) and volunteers assigned

**JOB GOAL:** To support teachers and students to achieve high academic standards and achieve District 117 goals.

### ESSENTIAL PERFORMANCE RESPONSIBILITIES:

- Designs and administers instruction aligned with school district goals and objectives.
- Serves in the role of Case Manager and fulfills all requirements and responsibilities in compliance with special education law and district procedures.
- Creates a classroom environment of respect and rapport with a culture for learning.
- Develops lesson plans and instructional materials that demonstrate knowledge of students and set instructional outcomes that reflect high-level learning.
- Conducts ongoing assessment of student learning, and modifies instructional methods to fit individual student needs; conducts individual and small group instruction as needed.
- Actively participates in the professional learning community process and seeks opportunities for professional development.
- Organizes and maintains a system for accurate and complete record- keeping, grading, and reporting for all student activities, achievements and attendance as required by district procedures and applicable laws.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct conforms to the school's standards and school district policies, and establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Demonstrates a solid knowledge of content and pedagogy.
- Manages student behavior through the use of positive behavior supports and implements behavior intervention plans in accordance with a student's IEP.
- Establishes clear expectations and implements effective classroom procedures and routines.
- Identifies and implements appropriate technologies that promote collaborative and differentiated learning experiences for all learners.
- Proficient in the use of google apps for educators.
- Collaborates with administrators and support personnel to address the needs of students.
- Actively seeks knowledge of students' backgrounds, cultures, skills, language proficiency, interests and special needs.
- Attends staff meetings and serves on staff committees as required.
- Performs all other job-related tasks in accordance with Board of Education policy.

All teachers have an opportunity to teach Assets and Summer School if there are positions available at the contractual hourly rate.

**TERMS OF EMPLOYMENT:** Salary and work year in accordance with the NPEA/IEA/NEA contract with current schedule and calendar.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel and Senate Bill 7.