



**Palos Heights School District 128**

<b>Job Title:</b> Special Education Teacher	<b>Department:</b> Special Education Department
<b>Reports To:</b> Director of Student Services & Building Principal	<b>Terms of Employment:</b> Per Collective Bargaining Agreement

**Job Description Overview:**

Under the direction of the Building Principal and Director of Student Services, the special education teacher plans and provides for appropriate learning experiences for students with disabilities in a variety of educational settings. The person in this position is responsible for creating a flexible program and learning environment that provides specialized instruction for students with disabilities, such that the students benefit from the general education curriculum to the greatest extent possible when supported with modifications, accommodations, and other needed supports.

**Qualifications:**

- Bachelor’s Degree from an accredited institution of higher learning with endorsement in appropriate field
- Valid Illinois Professional Educator License (PEL) with an LBS1 endorsement

**Principal Duties and Responsibilities (Essential Functions):**

- Confer with parents, administrators, testing specialists, social workers, and other professionals to develop individualized education programs (IEPs) designed to promote students' educational, physical, and social/emotional development
- Meet with the IEP team, including parents, to discuss their children's progress and to determine priorities for their children and their individualized educational needs
- Provide direct and indirect instructional support to students across learning environments
- Employ special educational strategies and techniques during instruction to support individual student growth across domains

- Instruct students in academic subjects using a variety of techniques to meet students' varying needs and interests
- Administer state, local and individualized assessments as required and use the results to guide instruction
- Plan instructional experiences to address goals as determined by students' individualized education programs (IEPs)
- When appropriate, modify the general education curriculum for students with disabilities based upon a variety of instructional techniques and technologies
- Maintain accurate and complete student records and prepare student reports as required by laws, district policies, and administrative regulations
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students
- Develop plans for effective communication, monitoring, and follow-up of students in inclusive classroom settings
- When necessary, administer crisis intervention for students across educational settings
- Assist in collection of progress monitoring data for providing appropriate classroom interventions and goal progress updates
- Support implementation of interventions consistent with the Multi-Tiered System of Support (MTSS) for non-IEP students
- Serve as the case manager and/or member of a multidisciplinary team as appropriate
- Assist in preparation of data for local, state, and federal reports
- Maintain professional competence by participating in staff development activities, curriculum development meetings, and other professional opportunities
- Performs other duties as may, from time to time, be assigned by an administrator

**Physical Requirements:**

- Must have the use of sensory skills in order to effectively communicate and interact with students, other faculty, staff, and parents as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls
- The position entails significant walking, bending, standing, stooping, and possible physical interventions in order to maintain a safe learning environment
- Assignment may require the ability to physically move students or equipment weighing up to 50 lbs. and position students in specialized equipment, and/or change diapers as needed
- The employee should have the physical capabilities to perform all job functions

**Disclaimer**

- Nothing in this job description restricts administration's right to assign or reassign duties and responsibilities to this job at any time;
- This description reflects the administration's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned;
- This job description is subject to change at any time
- District 128 will make reasonable accommodations in compliance with the American with Disabilities Act of 1990