



Rock Island-Milan School District 41

JOB DESCRIPTION

Special Education Teacher (Elementary)

POSITION INFORMATION:

POSITION TITLE	Special Education Teacher (Elementary)
DEPARTMENT	Teaching & Learning (Certified Staff)
DATE CREATED/AMENDED	March 30, 2022
LOCATION	Building Assignment
FULL-TIME/PART-TIME	Full-Time
APPOINTMENT TERM	9-Months
FLSA: EXEMPT or NON-EXEMPT	Exempt
REPORTS TO: TITLE of POSITION SUPERVISOR	Building Principal
OTHER INFORMATION	Rock Island, Illinois Education Association (RI-IEA) Bargaining Agent/Agreement

POSITION SUMMARY INFORMATION: *Essential Duties and Requirement Details*

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Summary:

Under the direction of the School Principal instructs special education students in a classroom setting. Prepares lesson plans and instructional materials designed to meet needs of individual students. Evaluates and monitors student's performance and may implement therapeutic programs for students.

Essential Functions and Responsibilities

- Effect the courses of study and maintain adequate standard of achievement in their classes.
- Serve as the advocate for all students with disabilities (SwD).

- Leave complete lesson plans for the following day in classroom before leaving school each day. All teachers shall provide their principal lesson plans for a week in advance when requested.
- Act as the liaison between teachers, administration, parents, and students.
- Develop an understanding of Special Education Law and CPS Policies.
- Possess impeccable communication and people skills.
- Be extremely organized.
- Have ability to problem solve and multi-task.
- Maintain proficiency skills.
- Sustain compliance in meeting deadlines.
- Observe pupils for physical defects and evidence of communicable diseases. Any evidence shall be reported immediately to the principal.
- Reflect critically on teaching practice and implement improvement strategies as needed.
- Actively participate in all staff orientations, meetings, in-services, grade or department level team meetings, parent meetings, student conferences or staff mission days.
- Engage in personal and professional development, goal setting, and establishment of classroom and school-wide performance standards and assessment of progress against those standards.
- Follows all expectations required of teachers according on the RIEA Contract Agreement and RIMSD Board Policies

Required Education:

Bachelor's Degree-Special Education

Certifications, Licenses:

Illinois Licensing Teaching Standards (ILTS)
Professional Educator License (PEL)

Required Experience/Qualifications:

2-4 years related experience

Required Knowledge, Skills, and/or Abilities

Same as above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting & standing most of the day. Lifting no more than 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May travel from school -to-school location

Work Environment:

School-classroom environment

Acknowledgements:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Supervisor/Manager Signature

Date

Employee Signature

Date