



Rock Island-Milan School District 41

JOB DESCRIPTION
Special Education Teacher (Secondary)

POSITION INFORMATION:

POSITION TITLE	Special Education Teacher (Secondary)
DEPARTMENT	Teaching & Learning (Certified Staff)
DATE CREATED/AMENDED	May 26, 2021/April 2026
LOCATION	Building Assignment
FULL-TIME/PART-TIME	Full-Time
APPOINTMENT TERM	182 days
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:

Under the direction of the School Principal, provides instruction to 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.

Functions and Responsibilities

- Effect the courses of study and maintain adequate standards of achievement in their classes.
- Serve as the advocate for all students with disabilities (SwD).
- Leave complete lesson plans for the following day in the classroom before leaving school each day. All teachers shall provide their principal lesson plans for a week in advance when requested.
- Practice such discipline as a responsible parent would exercise. Acts of restraint to prevent injury to teachers or pupils shall NOT be considered corporal punishment.

- 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.
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- 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

Knowledge of and ability to develop Individualized Education Programs (IEP’s) Ability to interact with special needs children who are very different and come from all types of backgrounds.

Preferred Qualifications:

Same as above

Physical Demands/Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 directives, and perform any other related duties as assigned by the Superintendent.

Supervisor Signature

Date

Employee Signature

Date