

Lemont-Bromberek Combined School District 113A Job Description

POSITION:	Special Education Teacher
MINIMUM QUALIFICATIONS:	Meets all certification, licensure standards and qualification requirements as set forth by state and federal law; Able to lift, carry and move students and objects weighing over 20 pounds; and Able to perform all essential job functions with or without reasonable accommodations
TYPE:	Bargaining unit
CATEGORY:	Exempt (Fair Labor Standards Act)
WORK YEAR:	School year
REPORTS TO:	Principal/s, Assistant Principal/s and Director of Student Services
EVALUATOR/S:	Principal/s and/or Assistant Principal/s and/or Director of Student Services

ESSENTIAL JOB FUNCTIONS:

1. Meets and instructs assigned students in the locations and at the times designated.
2. Plans, conducts and evaluates the learning experiences of students in accordance with the goals contained in assigned students' Individual Education Plans and current best practice.
3. Collaborates with general education teachers and related service providers to ensure that students' Individual Education Plans are implemented with fidelity.
4. Encourages and motivates the students in their learning.
5. Creates a learning environment that is conducive to learning and appropriate to the maturity and interests of the students.
6. Develops reasonable rules of student behavior and procedure, maintains order in the classroom in a fair and just manner and encourages students to set and maintain high standards of behavior.
7. Employs a variety of instructional techniques, technology devices and media, consistent with the needs and capabilities of the individuals or student groups involved.
8. Participates as an active member of the student services team.
9. Implements the District's philosophy of education and adopted curriculum and instructional goals.
10. Assesses the progress of students on a regular basis, collects data and develops reports as required by the Individual Education Plan process and District procedures.
11. Is available to students and parents for education-related purposes.

12. Participates actively in the District's professional development program.
13. Works cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
14. Maintains accurate and complete records as required by law, common practice, District policy and administrative regulation.
15. Notifies the administration immediately of evidence of substance abuse, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of illegal substances.
16. Takes all necessary and reasonable precautions to protect the health and safety of students, staff, equipment, materials and facilities.
17. Attends meetings and serves on or leads committees and other school, District and community groups as required by position or organization need.
18. Attends school-sponsored, District-sponsored or related activities, functions and athletic events.
19. Assumes responsibility for own professional development; for keeping current with the literature, new research findings, and improved knowledge and techniques in specialized area; and for attending appropriate professional meetings.
20. Complies with all contractual duties, Board of Education policies and administrative procedures; adheres to state and federal laws and regulations.
21. Uses current available technologies to enhance job productivity and communications with staff, parents and the community.
22. Exhibits ethical behavior and integrity and maintains confidentiality for all school-related responsibilities.
23. Provides suggestions, requests, requisitions and other input in the development of the annual school District budget, as requested.
24. Assists in the development and implementation of the District's curriculum.
25. Cooperates with and participates in the planning and evaluation of the school program.
26. Provides personal care for students, including diapering and toileting assistance, as needed.
27. Lifts, carries and/or otherwise physically manages students, as required.
28. Maintains a positive attitude toward job related growth and development.
29. Develops and maintains positive and active relations and effective communications with students, staff, parents, community members and community organizations.
30. Performs other duties as assigned by supervisor/s and Superintendent.

By signing this job description, I affirm that I have read and understand the contents of this document.

Employee's Name: _____

Signature of Receipt

Date