

SOUTHWEST COOK COUNTY COOPERATIVE  
ASSOCIATION FOR SPECIAL EDUCATION

JOB DESCRIPTION

<b>TITLE:</b>	Teacher
<b>REPORTS TO:</b>	Program Supervisor
<b>SUPERVISES:</b>	Paraprofessional (aide/assistant)
<b>QUALIFICATIONS:</b>	Bachelor's Degree in Special Education or specialized area; current Illinois Certification in area of service; official transcripts, three professional references (including one from most recent immediate supervisor), declination of/request for hepatitis; Valid driver's license and certification in CPR preferred.
<b>EVALUATIONS:</b>	Conducted on an annual basis in accordance with Cooperative guidelines
<b>TERMS OF EMPLOYMENT:</b>	Length of employment, salary and benefits determined by the Board of Directors of SWCCCASE

**RESPONSIBILITIES:**

**Vision of Learning:**

- Develops a long range plan, with high expectations, based on instructional/thematic/therapeutic sequence
- Works collaboratively in assessment and educational program planning with members of a trans-disciplinary team
- Demonstrates knowledge and research in field/area of specialty
- Involves learner in setting goals, choosing tasks and evaluating progress
- Facilitates development of thinking, learning and communication strategies
- Views flexibility and demonstrates a willingness to grow
- Communicates in an effective, collaborative and positive manner with colleagues, students and families
- Works collaboratively with outside agencies and personnel, when appropriate, to assist with meeting student needs

### **Learning Context and Differentiated Instruction**

- Demonstrates an understanding of multiple content areas
- Implements on-going assessment, therapeutic and instructional, in a classroom based, integrated approach across the curriculum
- Personalizes instruction to support individual needs, strengths and interests
- Employs a variety of techniques, methods and materials to meet individual student needs
- Designs instruction that is integrated, challenging, authentic and engages the learner
- Provides instruction that supports learners in all areas of development including social, educational, physical, emotional and communication
- Integrates student goals and objectives into all areas of instruction
- Organizes time, environment, materials and equipment to facilitate learning

### **Assessment**

- Conducts on-going authentic assessment
- Involves students in the assessment process
- Interprets assessment in an equitable and culturally fair manner
- Demonstrates knowledge of the screening/referral/evaluation process
- Selects and utilizes assessment methods that have meaning for the learner

### **Staff Roles**

- Obtains and applies knowledge and strategies from the various disciplines which make up the trans-disciplinary team
- Demonstrates continual assessment of personal and program effectiveness
- Maintains and documents on-going communication with families
- Assumes responsibility for designing systems of support for students and families (e.g. parent meetings/workshops, home training, etc.)
- Assists with in-servicing district personnel on the needs of students in the program/classroom
- Participates in transition planning, when appropriate
- Executes management tasks required to conduct meetings, completes paperwork, manages student files, maintains classroom inventory and supervises paraprofessional staff
- Sets an example for students to follow
- Demonstrates knowledge of first aid and health related/emergency procedures
- Participates in professional growth activities
- Demonstrates professionalism
- Follows policies and procedures established by the Cooperative

### **Professionalism**

- Follows policies and procedures of Southwest Cooperative
- Demonstrates flexibility and is adaptable to change
- Uses judgment appropriately

- Conducts self in appropriate and ethical manner
- Treats others with respect and dignity
- Demonstrates continual assessment of personal effectiveness and responds professionally to feedback
- Participates in professional growth activities
- Actively participates in the evaluation process
- Maintains a clean work area
- Dresses appropriately

### **Communication Skills**

- Performs as an integral member of the educational team
- Maintains confidentiality in matters related to this position
- Relates in a helpful, positive and efficient manner with peers, supervisors, and all those in contact with SWCCCASE

### **Physical**

- Able to lift, push, or pull at least 50 lbs.
- Assist with bus duties, regardless of weather conditions
- Accompany students into the pool during swim instruction
- Participate in physical management techniques
- Maneuver a wheelchair
- Accompany students in a van or school bus for community outings and field trips

**Performs other such duties as may be assigned**