

SOUTHWEST COOK COUNTY COOPERATIVE
ASSOCIATION FOR SPECIAL EDUCATION

JOB DESCRIPTION

TITLE:	Teacher
REPORTS TO:	Program Supervisor
SUPERVISES:	Paraprofessional (aide/assistant)
QUALIFICATIONS:	Bachelor's Degree in Special Education or specialized area; current Illinois License in area of service; LBS1 required, 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.
EVALUATIONS:	Conducted on an annual basis in accordance with Cooperative guidelines
TERMS OF EMPLOYMENT:	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

Essential Functions of a SWCCCASE Teacher

- Maneuver a wheelchair
- Monitor G-tube feedings (after being trained by nurse)
- Physically manage students (after mandatory training)
- Accompany students into the pool during swim instruction
- Complete data collection as assigned
- Supervise outdoor activities including recess or bus duty, regardless of weather conditions
- Assist students in participating in all aspects of their educational day, including adaptive physical education, community outings and job sites.
- Diaper and/or toilet students regardless of age or gender
- Possess basic computer skills