

TRIAD COMMUNITY UNIT SCHOOL DISTRICT # 2
JOB DESCRIPTION

POSITION TITLE: Special Education Teacher

CONTRACT PERIOD: 180 Days

REPORTS TO: Building Principal

POSITION SUMMARY: To provide each special education student with a program that will enable him to reach his fullest physical emotional, psychological, and behavior potential.

ESSENTIAL FUNCTIONS:

- Respect for the uniqueness of each individual learner.
- Ability to meet the individual need of all students to allow for growth and development.
- Ability to convey information to students through written and verbal communications.
- Ability to encourage student ownership of behavior.

JOB RESPONSIBILITIES:

- Provides a basic core program or supportive instruction for special education students consistent with state education code requirements.
- Works cooperatively with classroom teachers who have special education student in their regular classes, interpreting the abilities and disabilities of these students to the entire staff, and assisting the student with regular class assignments.
- Confers frequently with parents and professional staff members regarding the education, social, and personal problems of such student.
- Assists other professional staff members in resolving the unique psychological or disciplinary problems of such students.
- Assists in screening, evaluating, and recommending placement of applicants in the Special Education program.
- Counsels individuals and groups of special education students with educational, occupational, and personnel problems.
- Attends meetings and in-service programs as scheduled by the district.
- Assists the special education student in making a realistic assessment of his abilities and in establishing educational and occupational goals in keeping with these abilities.
- Provides motivation to students who have a short attention span.
- Undertakes continuing professional study in the psychology of the special education student and in teaching methods related to this field, with an emphasis on reading.

- Keeps attendance records and all other records pertinent to the Special Education program for state reports.
- Develops a behaviorally written prescriptive program for each student that adheres to state and federal guidelines.
- Participates in faculty committees and sponsorship of student activities.
- Supervises pupils in out-of-classroom activities and performs other duties assigned by the principal.
- Participates cooperatively with the appropriate administrator to develop the method by which he/she will be evaluated in conformance with district guidelines.
- Selects and requisitions instructional materials appropriate to the needs of students in his/her class, and maintains required inventory records.
- Develops written daily lesson plans.
- Administers such tests as are necessary for proper placement and evaluation of students as required by the district and/or to meet state and federal guidelines.

QUALIFICATIONS:

- An Illinois teaching certificate in the grade level range and subject area assigned
- Minimum of a bachelor's degree with emphasis in an educational subject area
- Endorsements commensurate with teaching assignment