JOB DESCRIPTION REVISION DATE: 4/26/12

DEPARTMENT / SCHOOL: Special Education Department

REPORTS TO: Building Principal

SUPERVISES: None

POSITION GOAL:
To provide individualized instruction as mandated by individual student IEPs.

ESSENTIAL FUNCTIONS:
1. Provide direct services and instruction as mandated by the IEP.
2. Administration of classroom, district and state assessment.
3. Modification of classroom assignments and tests for caseload students.
4. Ongoing collaboration and communication with parents and staff.
5. Complete diagnostic components determined on domains sheet.
6. Shared responsibility for testing students as determined by School Service Team discussion.
7. Enter diagnostic information into data based screens and create hard copy of diagnostic report.
8. Attend School Service Team and IEP meetings.
9. Complete data based screens for annual reviews/re-evaluations for caseload students.
10. Shared responsibility for entering present levels of information for initial evaluations including EEL evaluations as determined by School Service Team discussions.
11. Update progress reports quarterly.
12. Collaborative grade reporting with General Education teachers.
14. Create data driven goals and objectives based on student needs, grade level, and state standards for caseload students.
15. Monitor case load for annual review and re-evaluation dates.
16. Oversee that all services on an IEP are implemented.
17. Oversee that goals are updated on data based screens by case manager and/or related service staff.
18. Attend contract meetings.
19. Attend school professional development.
20. Perform other requirements of the job in accordance with the ETA collective bargaining agreement.

KNOWLEDGE AND CRITICAL SKILLS:
1. Knowledge of common core standards.
3. Knowledge of instructional and resource programs for students with a variety of special education eligibilities.

EXPERIENCE AND EDUCATION:
SCHOOL DISTRICT U-46
JOB DESCRIPTION
CROSS CATEGORICAL TEACHER
(SECONDARY LEVEL)

1. Illinois Teaching Certificate with LBS1 endorsement.
2. Bachelor’s degree in related subject from accredited university
3. Previous experience in Special Education preferred but not necessary for hire.

Comments:

ENVIRONMENTAL CONDITIONS:
1. Must work in noisy and crowded environments.
2. Indoors or outdoors in a busy school environment.
3. Frequently work at a fast pace with unscheduled interruptions.
4. May be required to leave main work site to attend meetings.
5. Public contact requiring appropriate business-like apparel.

PHYSICAL DEMANDS:
1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.

ADA:
The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:
Nine month position (189 work days)

EVALUATION:
Performance of the position will be evaluated with provisions set by the Board of Education as per contract.

Employee Signature: ________________________________ Date: _____________

Supervisor Signature: ________________________________ Date: _____________