JOB DESCRIPTION REVISION DATE: 4/26/12

DEPARTMENT / SCHOOL: Special Education Department

REPORTS TO: Building Principal

SUPERVISES: None

POSITION GOAL: To provide individualized instruction by individual student IEP’s

ESSENTIAL FUNCTIONS:
1. Provide direct services and instruction as mandated by the IEP
2. As appropriate, implements district and state assessments, assessment of student progress, and communicates progress to students and parents.
3. Creates an environment conducive to learning and motivates students through effective communication and evaluative feedback.
4. Modification of classroom assignments and tests for caseload students
5. Collaborates with colleagues, related service staff, and/or parents on a regular basis, and as requested by the administration.
6. Ongoing collaborative communication and supervision of paraprofessional
7. Plan and supervise students participating in community based instruction
8. Instruct and monitor in the use and care of adaptive equipment and materials, in order to prevent injuries and damage.
9. Attend School Service Team and IEP meetings
10. Work cooperatively with building principal and/or supervisor in assessing his/her teaching strengths and weaknesses, and planning and implementing a program to improve his/her teaching competencies.
11. Complete data based screens for annual reviews/re-evaluations for case load students
12. Shared responsibility for entering present levels of information for initial evaluations including evaluations as determined by School Service Team discussions
13. Update progress reports quarterly
14. Develop transition plans and Summary of Performance for students 14 years or older
15. Management and reporting of subject grades for instructional students
16. Create data driven goals and objectives based on student needs, grade level, and state standards for case load students
17. Monitor case load for annual review and re-evaluation dates
18. Oversee that all services on an IEP are implemented
19. Oversee that goals are updated on data based screens by case manager and/or related service staff
20. Attend contract meetings
21. Attend school professional development
22. Performs other duties as assigned by the principal, or other administrative staff

KNOWLEDGE AND CRITICAL SKILLS:
1. Pending knowledge and critical skills please provide feedback

EXPERIENCE AND EDUCATION:
1. Illinois Teaching Certificate with LBS 1 endorsement.
2. Bachelor's degree in Special Education from accredited university.
3. Previous experience in special education

Comments:

ENVIRONMENTAL CONDITIONS:
1. Must work in noisy and crowded environments.
2. Indoors and 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. May be required for lifting
2. May be required to assist with diapering needs.
3. Requires prolonged sitting or standing.
4. Occasionally requires physical exertion to manually move, lift carry, pull, or push heavy objects or materials.
5. 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: ____________