SCHOOL DISTRICT U-46
JOB DESCRIPTION
BILINGUAL CROSS CATEGORICAL
SECONDARY EDUCATION

JOB DESCRIPTION REVISION DATE: April 25, 2012

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 test for integrated students
4. Ongoing collaboration with parents and staff
5. Complete diagnostic/progress monitoring components as determined on domain sheets
6. Share 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 when necessary
9. Complete data based screens for annual reviews/reevaluations for case load students
10. Obtain information from classroom teacher on students present level of performance for IEP meetings
11. Share responsibility for entering data collected on intervention process for initial evaluations on ELL evaluations as determined by service team.
12. Update progress reports on the same timeline as report cards
13. Develop transition plans and Summary of Performance for students turning 14 years or older during the IEP dates.
14. Collaborative grade reporting with General Education teachers
15. Management and reporting of subject grades for instructional students
16. Create data driven goals and objectives based on student needs, grade level, and core standards for case load students.
17. Monitor case load for annual review and reevaluation dates
18. Oversee that goals are update on data based screen, following building time lines, by the case manager and/or related staff
19. Oversee that all services on the IEP are implemented
20. Provide accommodations and modification list to necessary general education staff
21. Attend contract meetings
22. Attend school professional development
23. Perform other duties as assigned by the principal, or other administrative staff.

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.
4. Certified to administer ELL testing (ACCESS, Model, and IPT).

EXPERIENCE AND EDUCATION:
1. Bachelor’s degree in related subject from accredited university
2. Illinois Teaching Certificate with LBS 1 endorsement and Bilingual Special Ed Approval
3. Highly qualified under NCLB
4. 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. Indoors in a busy school environment
5. May be required to leave main work site to attend meetings
6. 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: ____________