JOB DESCRIPTION

SCHOOL DISTRICT U-46
ELEMENTARY MODIFIED LEARNING PROGRAM
PRIMARY (GRADES 4-6)

JOB DESCRIPTION REVISION DATE: 4/25/12

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. Management and reporting of subject grades for instructional students
15. Create data driven goals and objectives based on student needs, grade level, and state standards for case load students
16. Monitor case load for annual review and re-evaluation dates
17. Oversee that all services on an IEP are implemented
18. Oversee that goals are updated on data based screens by case manager and/or related service staff
19. Attend contract meetings
20. Attend school professional development
21. Performs other duties as assigned by the principal, or other administrative staff

KNOWLEDGE AND CRITICAL SKILLS:

1. Knowledge of Modified functional academics and vocational skills
2. Knowledge of Adaptive material and equipment

EXPERIENCE AND EDUCATION:
1. Bachelor’s degree in related subject from accredited university.
2. Illinois teaching certificate with LBS 1 endorsement.
3. Highly qualified under NCLB.
4. Previous teaching 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. 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.
4. May be required for lifting
5. May be required to assist with diapering needs.

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: ____________