SCHOOL DISTRICT U-46
JOB DESCRIPTION
CROSS CATEGORICAL RESOURCE TEACHER

JOB DESCRIPTION REVISION DATE: April 17, 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 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 case load students
10. Shared responsibility for entering present levels of information for initial evaluations including ELL evaluations as determined by School Service Team discussions
11. Update progress reports per grading period
12. Collaborative grade reporting with General Education teachers
13. Management and reporting of subject grades for instructional students
14. Create data driven goals and objectives based on student needs, grade level, and state standards for case load 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. Teaching certificate with LBS1 endorsement

EXPERIENCE AND EDUCATION:
1. Previous experience in Special Education
2. Teaching certificate with LBS 1 endorsement

ENVIRONMENTAL CONDITIONS:
1. Ability to work in a school setting for the majority of the day.
2. Ability to work in a fast paced environment
3. Ability to work with many interruptions through the course of the day
PHYSICAL DEMANDS:
1. Requires prolonged sitting, standing, or frequent movement.
2. Must work indoors or outdoors to support student 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:
189 day school year. Salary and benefits as determined by the Elgin Teachers Agreement.

EVALUATION:
Evaluation schedule as determined by the Elgin Teachers Agreement

Employee Signature: ________________________________ Date: _____________

Supervisor Signature: ________________________________ Date: _____________