JOB DESCRIPTION
TEACHER – ILP PRIMARY
SPECIALIZED STUDENT SERVICES

JOB DESCRIPTION CREATION / REVISION DATE: 4/10/18

POSITION TITLE: Teacher – ILP Primary (Grades K-3)
DEPARTMENT: Specialized Student Services
REPORTS TO: Building Principal
SUPERVISES: N/A

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

JOB DUTIES / ACCOUNTABILITIES:
1. Plan a program of study that follows district guidelines and meets the individual needs of students.
2. Implement researched-based teaching strategies that engage all students; acknowledging a range of abilities of students and cultural backgrounds.
3. Create an environment conducive to learning motivating students through effective communication and evaluative feedback.
4. Display a thorough knowledge of curriculum and subject matter.
5. Plan for and guide the learning process toward the mastery of IEP goals, and establish clear objectives for all lessons, units, and projects that are clearly communicated to students.
6. Implement school improvement plans and strategies.
7. Collaborate with colleagues, students, and/or parents on a regular basis, and as requested by the administration.
8. Implement assessments and communicate student progress.
9. Set high expectations for student achievement and behavior and motivate students to work to their highest potential.
10. Assist in the referral and diagnosis of students with learning difficulties, seeking assistance from other school personnel as required.
11. Work cooperatively with building principal and/or director in assessing his/her teaching strengths and weaknesses, planning and implementing a program to improve his/her teaching competencies.
12. Participate on curriculum, personnel, policy or professional development committees related to the educational program.
13. Maintain accurate and complete records as required by law and district policy.
14. Assist administration in the implementation of student discipline policies and maintain order in area(s) assigned and/or supervised in a fair and just manner.
15. Responsible for the development, coordination and implementation of individualized academic, behavioral and social programming; IEPs.
16. Complete all necessary special education forms included IEPs, Functional Behavior Assessment and Behavior Intervention Plans, etc.
17. Assist classroom teachers with instructional strategies to facilitate inclusion.
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18. Participate and assist with Service Team meetings.  
19. Coordinate and facilitate parent meetings.  
20. Understand and implement empirically supported behavioral interventions.  
22. Oversee and effectively utilize Para-Educators assigned to the ILP setting.  
23. Coordinate with related services personnel.  
24. Plan, coordinate and implement Community Based Trips.  
25. Complete all special education paperwork and monitor student progress.  
26. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:

1. Ability to communicate effectively, both orally and in writing.  
2. Able to work effectively in a collaborative team environment.  
3. Knowledge of academic and behavior strategies and interventions used with the autism population.  
4. Familiarity with integrating Assistive Technology.  
5. Training in CPI.  
6. Clinical or educational experience with the autism population.

EDUCATION:

1. Bachelor’s degree in related subject from accredited university.  
2. Illinois Professional Educator’s License with LBS 1 endorsement.

PHYSICAL DEMANDS:

1. Requires prolonged sitting or standing  
2. Occasional stooping, bending, and reaching  
3. Must work indoors and outdoors during recess  
4. May require assisting students with feeding and/or toileting needs.  
5. Ability to lift up to 50 lbs. with proper technique.

TERMS OF EMPLOYMENT:

This is a nine (9) month 189 work day position. Salary and benefits as established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of ETA employees.

Employee Signature: ________________________________    Date: _____________  

Supervisor Signature: ________________________________    Date: _____________