

# SPECIAL EDUCATION TEACHER

**QUALIFICATIONS:**

1. Appropriate State / Illinois Teaching Certificate(s).
2. Bachelor of Science or Bachelor of Arts Degree
3. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal/Special Education Coordinator

**JOB GOAL:** To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible individuals.

## PERFORMANCE RESPONSIBILITIES

- ◆ Participates in the IEP process by attending IEP meetings, collaborating with IEP team members, preparing IEP paperwork, and delivering instructional to enable students to make IEP goal progress.
- ◆ Meets and instructs assigned classes in the locations and at the times designated.
- ◆ Plans a program of study that meets the individual needs, interests, and abilities of students.
- ◆ Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- ◆ Prepares for students assigned and demonstrates written evidence of preparation upon request of immediate supervisor.
- ◆ Encourages students to set and maintain standards of classroom behavior
- ◆ Guides the learning process toward the achievement of curriculum goals, and, in congruency with those goals, establishes clear objectives for all lessons, units, and projects to communicate said objectives to students.
- ◆ Employs a variety of instructional techniques, technology and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- ◆ Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
- ◆ Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- ◆ Diagnoses the instructional needs of students on a regular basis, seeking the assistance of district specialists as required.
- ◆ Takes all necessary and responsible precautions to protect students, equipment, materials, and facilities.
- ◆ Maintains accurate, complete, and correct records as required by law, district policy, and administrative procedures.

- ◆ Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- ◆ Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- ◆ Plans and supervises purposeful assignments for educational assistants and/or volunteer(s).
- ◆ Strives to maintain and improve professional competence.
- ◆ Attends staff meetings and serves on committees as appropriate to the individual school site or district.

**TERMS OF EMPLOYMENT:** 180 DAYS. Salary and benefits commensurate with contractual commitments.

**EVALUATION:** Performance of this job will be evaluated in accordance with administrative procedures and established contractual protocols.

revised 11-20-02