



## EPSD124 Job Description

### Special Education Teacher Position ID# 165

<b>TITLE:</b>	Special Education Teacher
<b>LICENSURE:</b>	Valid Illinois Professional Educator License
<b>ENDORSEMENT:</b>	LBS1 Required and ESL or Bilingual Preferred
<b>TERMS OF EMPLOYMENT:</b>	Salary and work year established in accordance with the current negotiated contract
<b>FLSA STATUS:</b>	<i>Exempt</i>
<b>REPORTS TO:</b>	Building Administration
<b>SUPERVISORY RESPONSIBILITIES:</b>	Not Applicable
<b>EVALUATION:</b>	Job performance will be evaluated annually for non-tenure teachers and bi-annually for tenure staff members

#### **JOB GOAL:**

The special education teacher will play a crucial role in providing specialized instruction and support to students with diverse learning needs. As a Special Education Teacher, you will create an inclusive and supportive learning environment, adapt curriculum to meet individualized education plans (IEPs), and collaborate with colleagues, parents, and other professionals to ensure the overall success of students with special needs.

#### **ESSENTIAL DUTIES:**

- Develop and implement tailored lesson plans to address the unique needs and abilities of students with disabilities.
- Utilize various teaching strategies, adaptive materials, and assistive technologies to facilitate learning.
- Collaborate with the IEP team to assess students' strengths and challenges, and contribute to the development and review of individualized education plans.
- Monitor and document progress, adjusting instructional strategies as needed to ensure the achievement of IEP goals.
- Foster a positive and inclusive classroom environment that promotes respect, understanding, and collaboration among students with diverse learning needs.
- Implement effective behavior management strategies to create a safe and conducive learning space.
- Work closely with general education teachers, support staff, and related service providers to coordinate and integrate support services for students with special needs.
- Maintain open communication with parents/guardians to share progress updates, discuss concerns, and collaborate on strategies for supporting students at home.
- Stay current on best practices, research, and trends in special education.
- Participate in professional development opportunities to enhance knowledge and skills in addressing the unique needs of students with disabilities.
- Conduct assessments to identify students' strengths, challenges, and learning styles.
- Use assessment data to inform instructional decisions and modify teaching methods accordingly.
- Other duties as assigned

#### **QUALIFICATIONS:**

- Valid Illinois Professional Educator License
- LBS1 Endorsement Required
- ESL or Bilingual Preferred
- Demonstrated aptitude for successful completion of professional responsibilities
- Other qualifications deemed necessary by the Board of Education (i.e., certifications/areas of concentration)

## **MENTAL DEMANDS**

### *Knowledge*

The employee must have foundational knowledge in a specific field. Ability to read, analyze, and interpret procedures and regulations. Ability to communicate verbally and perform technical writing, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, students, administrators and the general public. Ability to perform duties with awareness of all district requirements and Board of Education policies.

### *Ability*

The employee shall support the district in the communication of the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and timelines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated management methods; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

### *Education/Preparation*

The employee shall possess the equivalent of a high school diploma; successful employment in a similar role; successful completion of any applicable proficiency exams; and possess/maintain appropriate current and/or future licensure expectations through the State of Illinois.

### *Reasoning*

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional and technological resources. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The employee shall possess exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware, as well as video and camera equipment and software. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

*The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.*

## **UPDATED**

March 2024