

JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

JOB TITLE: Special Education Teacher
REPORTS TO: School Principal and Assistant Principal of Student Services
TERMS OF EMPLOYMENT: Salary and work year according to current contract.

CERTIFICATION AND POSITION REQUIREMENTS

1. Minimum of a Bachelor of Arts degree from a 4-year College or University
2. Valid Illinois Professional Educator License with appropriate endorsements
3. License Registered with Lake County ROE 34
4. Experience teaching students with mild to moderate Emotional Disability, Learning Disability and/or a variety of diagnosis, including Autism, Other Health Impairment, and Intellectual Disability.

JOB GOAL

To instruct and assist students in mastering subject matter and skills while at the same time encouraging and supporting their positive academic and social-emotional growth. To monitor data related to Individualized Education Plans and provide support to students in general education and/or small group classes that support learners with social-emotional and behavioral needs, specific learning disabilities and other impairments that require special education support services. Strong classroom management structure, the ability to develop lesson plans and collaborate and communicate with teachers and parents is paramount for this position.

RESPONSIBILITIES/DUTIES

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The District 95 Teacher's responsibilities include, but are not limited to:

1. Meeting and instructing assigned classes in the locations and at the time assigned.
2. Planning instruction that meets the individual needs, interests, and abilities of the students and is aligned with established core targets.
3. Utilizing a variety of instructional techniques and media, consistent with the needs and capabilities of the individuals or student groups involved.
4. Creating a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
5. Developing reasonable expectations of classroom behavior and procedures and maintaining order in a fair and consistent manner.
6. Guiding the learning process toward the achievement of curriculum goals, establishing clear objectives for all learning activities, and communicating these objectives to students.
7. Assessing the accomplishments of students on a regular basis and providing progress reports as required.
8. Writing and/or collaborating on IEP development.

9. Collecting data to report on progress as it relates to student IEP goals and/or behavior intervention plans (if applicable)
10. Working cooperatively with other school personnel in the identification, education, and remediation of individual students with specialized needs.
11. Taking all necessary and reasonable precautions to protect students, equipment, materials and facilities.
12. Maintaining accurate, complete, and correct records as required by law, district policy, and administrative regulations.
13. Assisting the administration in implementing all policies and rules governing student life and conduct.
14. Making provisions for being available to students and parents for education-related purposes.
15. Striving to maintain and improve professional competence.
16. Attending staff meetings and serving on staff committees.
17. Demonstrating employee responsibilities in completing duties accurately and promptly.
18. Performing such other duties as may be assigned by the building administrator.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Possess effective oral and written communication skills.
- The ability to work with students and adults in a positive manner.
- The ability to collaborate to create a Functional Behavior Analysis and Behavior Intervention Plans.
- The ability to write, implement and monitor Individualized Education Plans.
- Creative, collaborative problem-solving behavior management techniques.
- Knowledgeable in data collection and analysis.
- The ability to comprehend and follow written and verbal instructions.
- Possess common sense, problem-solving skills, and reasoning ability to appropriately deal with day to day instruction and supervisory situations.
- The ability to build and maintain relationships with colleagues that supports a cooperative work environment.
- The ability to handle and maintain the confidentiality of employee, student and other sensitive District information.
- The ability to set goals and establish methods for achieving these goals.
- The ability to work effectively with a wide range of constituencies in a diverse community.
- Taking attendance, completing grade and progress reports in a timely manner, and other reports as required by the district and/or the State of Illinois.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, sitting, standing, light lifting, filing, operate office machines, computer, and communicate with staff and others.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is required to interact with the public and other staff. The employee is directly responsible for the safety, well-being and work output of the students.

TERMS OF EMPLOYMENT

Salary, fringe benefits, and working conditions are negotiated between the Lake Zurich Community Unit District 95 Board of Education and the Lake Zurich Education Association. See the most recent Negotiated Contract for additional details.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE _____

DATE _____

PRINTED NAME _____