



MUNDELEIN HIGH SCHOOL

TITLE: SPECIAL EDUCATION TEACHER

QUALIFICATIONS:

1. Professional Educator License (PEL)
2. Must have endorsements in the appropriate content area and grade level

REPORTS TO: Special Education Department Chair

JOB DESCRIPTION

JOB GOAL:

To develop student competencies and knowledge in core academic, social/emotional, and executive functioning skills.

PERFORMANCE RESPONSIBILITIES:

1. Provides direct assistance/instruction to eligible students utilizing the approved curriculum by the Board of Education as a basis for instruction with modifications and accommodations provided to meet student needs.
2. Works with students who have intensive needs by providing instructional, social/emotional, academic, and/or executive functioning support, as needed.
3. Creates lesson plans and implements instructional practices that reflect accurate understanding of prerequisite relationships among topics and concepts and reflect familiarity with a wide range of effective pedagogical approaches related to the discipline.
4. Attains information about levels of development for groups of students and differentiates the lesson to meet their needs.
5. Demonstrates understanding of the active nature of student learning.
6. Displays understanding of students' diverse backgrounds, cultures, skills, language proficiency, interests and special needs from a variety of sources.
7. Develops written learning outcomes that reflect rigorous and important learning in the discipline.
8. Seeks extensive knowledge of resources through the school, district, community, professional organizations and universities, and other sources.
9. Coordinates knowledge of content, of students, and of resources, to design a series of learning experiences aligned to instructional outcomes.
10. Plans for student assessment that is aligned with the instructional outcomes using a variety of methodologies adapted for groups of students.
11. Engages in friendly, caring and respectful interactions with students.
12. Creates a classroom culture with high expectations for learning being the norm for all students.
13. Manages instructional groups, materials and supplies with effective classroom routines and procedures.
14. Monitors student behavior against established standards of conduct through consistent, respectful and effective measures and classroom management.
15. Collaborates with Case Managers to update student progress.
16. Provides a safe and accessible learning environment in the classroom.
17. Utilizes available technology in the learning environment and in the delivery of lessons.
18. Explains the content so that it is clear, accurate, and connects with students' knowledge and experience.
19. Uses spoken and written language that is clear and correct while including vocabulary appropriate to the discipline and academic level.

20. Uses a variety or series of questions or prompts to challenge students cognitively, advance high-level thinking and discourse, and promotes metacognition.
21. Intellectually engages students in well-designed learning tasks.
22. Assesses and monitors learning of students throughout the lesson and unit of study.
23. Maintains accurate records of students' attendance, learning activities and grades.
24. Makes attempts to engage families in the instructional program.
25. Communicates with families about the instructional program and conveys information about individual student progress.
26. Establishes relationships with colleagues characterized by mutual support and cooperation.
27. Participates in school events, open houses, parent-teacher conferences and other required school activities..
28. Seeks and participates in professional development opportunities to enhance content knowledge and pedagogical skills.
29. Displays high standards of honesty, integrity and confidentiality in interactions with colleagues, students, and the public.

ADDITIONAL DUTIES:

Performs other tasks &/or duties related to job within the hours of the school day as assigned by administration.