

# **OGLE COUNTY EDUCATIONAL COOPERATIVE**

## **JOB DESCRIPTION**

**Job Description:** Certified Special Education Teacher

**Qualifications:** LBS1 Certification  
ISBE Approved PEL

**Reports to:** To the Director and/or Director's Designee

**Term and Salary:** Contract for 9 months. Salary per Teacher's Salary Schedule

**Position Goal:** To develop and implement educational programming for students with special education needs.

### **Roles and Responsibilities:**

- Plans curriculum and prepares lesson plans and other instructional materials according to skill levels and educational needs of students and program expectations.
- Evaluates and assesses student needs and progress using approved instruments: standardized measures, curriculum-based assessments, teacher-prepared tests, etc. Grades completed student work and maintains grades throughout the school year.
- Provides instruction for students in compliance with provisions noted on the student's IEP and as required for the student to make educational progress.
- Provides instruction for students utilizing appropriate teaching strategies and techniques.
- Is actively involved in leading and delivering instruction to students throughout the school day.
- Collaborates with IEP team members (parents, administrators, school psychologist, social worker and others) to develop individual educational programs.
- Completes students' annual and additional IEP reports, as necessary. Develops and monitors goals and objectives pertaining to the individual students Present Levels of Academic and Functional Performance employing data collected.
- As a member of the IEP, completes all necessary paperwork in advance of the meeting, completes filing requirements, monitors implementation.
- Reviews student IEPs to ensure that all required components are implemented.

- Consults on an ongoing basis with other appropriate school personnel e.g. regular education teacher, support staff, building administrators, related service staff regarding an individual student's progress, concerns, etc.
- Communicates with parents on a regular basis regarding the performance and progress of their child. Completes quarterly Progress Reports as required and includes descriptive information.
- Addresses and provides for the students' social and emotional needs, consulting with other staff as needed.
- Coordinates and supervises the work efforts of classroom teacher aides.
- Assists in the development and implementation of classroom and/or individual student behavior intervention plans as necessary.
- Develops and maintains a safe and secure classroom environment conducive to student learning, appropriate behavior and interactions with adults and peers.
- Responsible for the set-up, operation of and maintenance of equipment, e.g. physical therapy, communication devices, audio-visual, computers, assistive technology, etc.
- As necessary, intervenes to stop and/or control dangerous (*Risk of harm to self, or others*) behaviors by students, which may require as a last resort, the physical restraint of a student following all of the criteria and procedures set forth by the Nonviolent Crisis Intervention Training Protocol.
- Lifting, positioning, moving of students and equipment as required by the students' needs and safety.
- Reports to the administrator on any development or problems that may require an awareness of or action by supervisory staff.
- Maintains an orderly, safe and neat classroom environment. Monitors the classroom and other areas accessed by students to ensure no dangers exist, e.g. glass on playground, broken desk, loose carpet/tile, etc.
- Supervise students and completes required documentation when time-out is needed.
- Supervise students in non-classroom areas, such as playground, halls, restrooms, cafeteria, bus areas, etc.
- Receives guidance and direction from other staff, including administrators and therapy staff, on proper techniques for managing behavior, managing physical needs, and providing for student care and welfare.

- Maintains cooperative, positive working relationships with parents, OCEC staff, school district personnel, and community service agencies.

**Other:**

- Is responsible for all of the policies, rules and regulations established by the Board and shall comply with their requirements.
- Assumes responsibilities for own professional growth and development. Said development should include, among other things, keeping current with professional literature, research-findings, improved methods and techniques, individual goal setting, attending professional meetings and pertinent professional learning opportunities.
- Attends OCEC/school sponsored activities, inservices and workshops.
- Completes and maintains all written documents as requested by the Director/designee.
- Completes other responsibilities as assigned by the Director or designee.

**Updated: 2/1/2018**