

**Position Title:** Special Education Teacher

**Reports To:** Principal or Designee

**FLSA Class:** Exempt

**Qualifications:** The special education teacher will hold a current & valid Illinois Professional Educator License with a Learning Behavior Specialist 1 (LBS1) Endorsement

**Evaluation:** The Special Education Teacher will be evaluated by the Principal or designee according to the Perandoe Evaluation Plan

**Revised Date:** June 2021

**Summary:**

The special education teacher provides each special education student with an educational program that will enable the student to reach their fullest physical, emotional, psychological, and behavioral potential. The special education teacher is responsible for case management, IEP's and related documentation, working in collaboration with other special education and related services staff. The Perandoe Special Education District seeks teacher candidates who are child-centered professionals with a high degree of energy, flexibility, and initiative. Expectations are that teachers also are clear verbal and written communicators, have well-developed interpersonal skills, practice reflective teaching, and seek continuous self-improvement.

**Areas Of Responsibility:**

1. Teaches reading, language arts, social studies, mathematics, science, teacher-directed physical education, technology, and/or other assigned subject areas to pupils in a classroom utilizing concepts and pedagogy adopted by the management council and other appropriate learning activities.
2. Instructs students in citizenship and subject matter specified in state law and administrative regulations and procedures of the school district.
3. Collaborates with classroom teachers, aides, social workers, parents and administration to determine and provide accommodations and modification to curriculum to meet students' instructional needs
4. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
5. Modifies lesson plans into learning experiences so as to best utilize the available time for instruction.
6. Is a full participant as an instructor and team member in the implementation of intervention strategies, differentiation and interventions.
7. Provides a program of support and enrichment for students with a variety of ability levels and social emotional needs.
8. Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
9. Collects and analyzes behavioral data to ensure proper implementation of comprehensive behavior programs, behavior intervention plans, and other behavioral strategies.
10. Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
11. Communicates with parents through conferences and other means to discuss pupils' progress and interpret the school program.
12. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
13. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.

14. Maintains professional competence (stays up to date on education trends and requirements) through in-service education activities provided by the district and/or self-selected professional growth activities.
15. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
16. Selects and requisitions books and instructional aids; maintains required inventory records.
17. Supervises pupils in out-of-classroom activities during the assigned working day.
18. Participates in curriculum development programs.
19. Schedules, participates and attends iep meetings
20. Creates and revise IEPs for students and monitors their progress.
21. Keeps records and reports pertinent to the special education program
22. Other duties as assigned by administration.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with district necessity and Management Council policy and procedures. Essential and marginal job functions are subject to modification.