

PANA COMMUNITY UNIT SCHOOL DISTRICT #8

JOB DESCRIPTION

Position Title: Special Education Teacher

Department: Special Education

Reports to: Building Principal

FLSA Class: Exempt

Effective Date: July 1, 2019

SUMMARY

This position provides instruction to students with special needs and performs a wide variety of tasks with curriculum planning, supervision, presenting and reinforcing learning concepts, and teaching Special Education students in a classroom setting.

DUTIES

1. Assists the students with classroom activities.
2. Works closely with faculty and staff to identify eligible children for Special Education services.
3. Works with faculty and staff in order to establish priority for services when too many educationally deprived children exist for Special Education to serve adequately.
4. Works with parents disseminating information concerning individual student progress and the Special Education program in general.
5. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of students.
6. Guides the learning process toward the achievement of curriculum goals and – in harmony with the goals – establishes clear objectives for all lesson, units, projects, and the like to communicate these objectives to students.
7. Employs instructional methods and materials that are most appropriate for meeting stated objectives.
8. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
9. Diagnoses the special characteristics of students on a regular basis, seeking the assistance of Special education cooperative and cooperative specialists are required.
10. Counsels with colleagues, students, and/or parents on a regular basis, at least quarterly.
11. Assists the administration in implementing all policies and/or rules governing, student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
12. Assists the students transferring between classes and throughout the building.
13. Controls student's classroom behavior.
14. Discusses assigned duties with classroom teachers in order to coordinate instructional efforts.
15. Prepares lesson materials, bulletin board displays, exhibits, equipment, and demonstrations as needed.
16. Presents subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
17. Tutors and assists children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
18. Supervises students in classrooms, halls, cafeterias, schoolyards, and gymnasiums, or on field trips.

19. Distributes teaching materials such as textbooks, workbooks, papers, and pencils to students.
20. Distributes tests and homework assignments and collects them when they are completed.
21. Enforces administration policies and rules governing students.
22. Grades homework and tests, and computes and records results, using answer sheets or electronic marking devices.
23. Completes required reports in a timely manner
24. Teaches socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement.
25. Works with students with multiple physical, mental, and developmental disabilities.
26. Maintains a high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
27. Perform all other duties reasonably related to position as may be assigned by administration.

QUALIFICATIONS

1. Hold an IL Professional Educator License in Special Education.
2. Hold a Learning Behavior Specialist I (LBSI) endorsement for the proper grade level.
3. Hold a teaching endorsement in one of the following areas; serious emotional disturbance, autism, mental retardation, orthopedic impairment, traumatic brain injury, and other health impairment.
4. It is desirable that the teacher specializes in the teaching of reading and be qualified as a reading specialist by the State of Illinois.
5. Must have excellent Oral and Written communication skills to work with teachers, education support personnel, building administrators and the general public.
6. Must be detailed oriented.

SCHEDULING

The schedule is subject to change with special education cooperative demands in compliance with the applicable collective bargaining agreement.