

CASEY-WESTFIELD COMMUNITY UNIT SCHOOL DISTRICT C-4

JOB DESCRIPTION

TITLE: SPECIAL EDUCATION TEACHER

QUALIFICATIONS:

1. Illinois certification for the specified teaching assignment.
2. Federal highly qualified requirements for the specified teaching assignment.
3. Such alternatives to the above qualifications as appropriate and/or acceptable.

REPORTS TO: Building Principal

DUTIES AND RESPONSIBILITIES:

To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

1. Conducts screening of children to determine need for services in the school setting.
2. Participates collaboratively in the special education referral process as dictated by the individual student's needs.
3. Works collaboratively with other professionals to address student needs and complete all necessary special education paperwork.
4. Contributes to service delivery decisions (e.g., admission/eligibility, frequency, duration, location, discharge/dismissal) in collaboration with other professionals and with parent involvement.
5. Provides intervention and management services as specified in each student's Individualized Education Plan.
6. Conducts regular assessments/evaluations of student progress and reports on results during special education team meetings.
7. Utilizes data to guide decision making and determine the effectiveness of services.
8. Documents provision of services in accordance with accepted procedures appropriate for the school setting.

PLANNING AND PREPARATION

1. Demonstrates a solid understanding of the content and its prerequisite relationships and connections with other disciplines. Instructional practices reflect current pedagogical knowledge.
2. Demonstrates thorough knowledge of students' backgrounds, cultures, skills, and interests and uses this knowledge to plan for individual students.
3. Sets individual goals which represent valuable learning, reflecting opportunities for integration and permitting viable methods of assessment.
4. Is aware of school and district resources available for teaching, and knows how to gain access to school and district resources for students who need them.
5. Creates lessons/units that have a clearly defined structure, utilizing elements of instruction that support stated goals and engage students in meaningful learning.

6. Plans student assessment that is aligned with instructional goals and is appropriate to the needs of the students. Utilizes assessment results to plan for future instruction.

THE CLASSROOM ENVIRONMENT

1. Interacts with and among students with warmth and caring, being respectful of the cultural and developmental differences between individuals and groups of students.
2. Establishes a classroom environment that represents a genuine culture for learning with commitment to the subject by both teacher and students and sets high expectations for student achievement.
3. Establishes classroom procedures and routines for smooth functioning with little to no loss of instructional time.
4. Establishes clear standards of conduct, is aware of student behavior, and responds to student misbehavior in ways that are appropriate and respectful to students.
5. Creates a safe classroom where learning is accessible to all students. Uses physical resources well and ensures that the arrangement of furniture supports learning activities.

INSTRUCTION

1. Communicates clearly and accurately to students, both orally and in writing. Communications are appropriate to students' cultures and levels of development.
2. Utilizes questioning and discussion techniques which reflect high-level questions, true discussion, and participation by all students.
3. Engages students intellectually throughout the lesson in significant learning, with appropriate activities and materials, instructive representations of the content, and suitable lesson structure and pacing.
4. Utilizes assessment regularly in instruction, through self-assessment by students, monitoring progress of learning by teacher and/or students, and through high quality feedback to students. Makes students fully aware of the assessment criteria used to evaluate their work prior to assignment.
5. Strives to ensure the successful learning of all students, making adjustments as needed to instruction plans and responding to student interests and questions.

PROFESSIONAL RESPONSIBILITIES

1. Reflects accurately on lessons, citing characteristics that were not fully successful and specific suggestions about how it might be improved.
2. Utilizes a system for maintaining accurate records that is efficient and effective.
3. Communicates frequently with families and successfully engages them in the instructional program, conveying information to families about individual students in a culturally appropriate manner.
4. Participates actively in school and district events and projects, and maintains positive and productive relationships with colleagues.
5. Seeks out opportunities for professional development based on individual need.
6. Makes genuine and successful efforts to ensure that all students are well served by the school.

7. Assists the administration in implementing all policies and rules governing students.
8. Performs other tasks and duties as necessary and assigned by the building principal.

TERMS OF EMPLOYMENT: As specified in teacher contract.

EVALUATION: As per evaluation plan for certified staff.

COMPENSATION: As specified in teacher contract.

Revised September 29, 2011