



## Special Education Teacher Job Description

**TITLE:** Special Education Teacher

**FLSA Class:** Exempt

**Date:** April 2025

### **QUALIFICATIONS:**

- ISBE Professional Educator License with appropriate special education endorsement or approval
- Excellent interpersonal, communication, organizational and time management skills
- Possess a valid driver's license and maintains automotive insurance coverage as required by IL law

### **ESSENTIAL JOB FUNCTIONS** – May include, but are not limited to, the following:

1. Demonstrates clear knowledge of content and pedagogy and utilizes a variety of approaches to meet the needs of students;
2. Demonstrates knowledge of typical development of students, learning patterns, and other unique factors such as their interests, culture, and educational needs;
3. Sets appropriate instructional outcomes through the development and implementation of measurable IEP goals and viable methods of assessment;
4. Demonstrates knowledge of available resources through the district, community, professional organizations or university; teacher displays awareness of resources to enhance content and pedagogical knowledge available to them;
5. Designs coherent instruction and provides direct instruction that is differentiated and support instructional outcomes;
6. Designs student assessments that are aligned with instructional outcomes and uses assessment data to develop individualized instructional strategies to enhance learning;
7. Creates an environment of respect and rapport appropriate to the age group;
8. Establishes a culture for learning that conveys an enthusiasm for learning and high expectations;
9. Manages classroom procedures and keeps students productively engaged with smooth transitions;
10. Maintains effective behavior management to create a positive learning environment;
11. Organizes physical space that is safe for all children and allows for equal access to learning;
12. Demonstrates knowledge and effective use of various communication strategies with students;
13. Uses questioning and discussion techniques that are of high quality and engage all students;
14. Schedules/plans/monitors IEP implementation using a variety of service delivery models and activities to engage students;
15. Uses assessment data to guide instruction and help students monitor their progress;
16. Demonstrates flexibility and responsiveness by adjusting lessons, providing accommodations, seeking new approaches;
17. Regularly reflects on the effectiveness of a lesson and how to make improvements;
18. Maintains accurate student records; submits requested documents within established timelines;
19. Communicates frequently with families and engages them in the instructional program; communicates with families about student' progress on a regular basis;
20. Participates in the professional community maintaining positive relationships with colleagues, students and families;
21. Seeks targeted professional development, develops goals or professional growth plan, shares and is responsive to feedback;
22. Displays professionalism, honesty, integrity, ethical practice and confidentiality; implements IEP services and requirements within legally mandated timelines; complies with the provisions of the IDEA; follows designated schedule, attendance policy and is punctual;
23. May be required to perform other tasks as assigned.

Employees in this position must be able to (a) sit for extended periods of time, (b) type/enter data into computer, (c) stand, walk, bend over, reach, push/pull up to 10 lbs., and lift/carry up to 25 lbs.

**EXPECTATIONS:**

Maintains a high level of ethical behavior and confidentiality of information about students, families, and school employees

Communicates effectively with staff, students, and parents

Displays fairness, patience, self-control, and impartiality for all students and staff

Work cooperatively and effectively with others

Performs and completes duties within legally mandated timelines

Adheres to designated work schedule

Follows policies and procedures of the district(s)/ building(s) to which the teacher is assigned

Adheres to established rules, regulations, laws, and appropriate ethical standards

**SCHEDULING**

The normal work hours for this position are 8:00 a.m. to 4:00 p.m. The schedule is subject to change.

Work days total 180 days, with the potential to attend paid professional development prior to the start of the school year.