



## 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:

**INSTRUCTION & SUPPORT** - Provides direct instruction that enables the student to progress toward goals and objectives on the IEP. Schedules/plans/monitors interventions using a variety of service delivery models to meet students' needs. Maintains and utilizes student data to guide instruction and IEP development;

**COLLABORATION** – Collaborates and consults with colleagues, district staff, other school personnel, and parents on developing and implementing students' individual educational programs. Directs and supports paraprofessionals and other staff in the implementation of each IEP. Assists in analyzing the need for interventions and/or special education services;

**CLASSROOM MANAGEMENT** - Maintains effective classroom management to create a positive learning environment that is safe for all children. Implements individual and group behavior intervention programs to improve student performance. Participates in required professional training and utilizes trainings to assist students in learning and in being safe;

**IEP COMPLIANCE** - Manages the development and implementation of Individual Educational Programs (including Transition Plans and Behavior Intervention Plans) for each assigned student based on individually assessed needs. Monitors and reports on the progress of students on teacher's class list. Ensures IEP modifications/ accommodations are implemented for students under the teacher's direction. Provides all statutorily required notices and requests, as required, for purposes of complying with the IDEA and related state and federal regulations. Coordinates all the necessary supportive services to meet individual student needs;

**STUDENT RECORDS** – Maintains accurate records for each child (i.e. IEPs, parent contacts, progress reports, assessment data, grades). Monitors student class lists and meets all special education timelines; and

**OTHER** - Assists individual children in need of special attention (may include, but is not limited to: changing clothes, changing diapers, feeding, self-care, hygiene, lifting/transferring, monitoring health problems, monitoring behaviors). Performs other duties and additional responsibilities, as assigned.

Employees in this position must be able to (a) sit or stand 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 25-40 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.