

**TITLE:** **SPECIAL EDUCATION TEACHER**

**QUALIFICATIONS:** Valid Illinois Teaching Certificate appropriate for assigned grade level and/or subject area  
Freedom from communicable diseases

**REPORTS TO:** Building Principal

**SUPERVISES:** Students under direct or indirect control

**JOB GOAL:** To provide instruction that focuses on the social, emotional, intellectual and physical development of students

**PERFORMANCE RESPONSIBILITIES:**

In addition to the "Responsibilities of the Classroom Teacher":

1. Confers with appropriate general education classroom teachers to discuss curricular modifications/adaptations necessary for students with special needs to have access and opportunities to make forward progress in the general education curriculum.
2. Prepares written reports regarding the nature of the concerns, pertinent information, assessment results, special recommendations, and develop of IEP's.
3. Provides parents with quarterly or trimester updates of students' goals and objectives.
4. Provides in-service training for staff members as appropriate.
5. Collects data by benchmarking and progress monitoring students assigned to caseload.
6. Communicates on a regular basis with parents.
7. Participates in staffings as required.
8. Supervises support staff.
9. Responsible for implementation of 504 and RTI plans.

**STANDARDS:**

In addition to the "Standards of the Classroom Teacher":

**PROFESSIONAL SKILLS**

- A. Confers with appropriate general education classroom teachers on a regular basis to discuss curricular modifications/adaptations necessary for students with special needs to have access and opportunities to make forward progress in the general education curriculum.
- B. Prepares written reports regarding the nature of the concerns, pertinent information, assessment results, special recommendations and develop of IEP's.
- C. Provides in-service training for staff members as appropriate.
- D. Communicates on a regular basis with parents and provides them with quarterly or trimester updates on students' goals and objectives.
- E. Maintains student records.
- F. Participates in staffings as required.

G. Supervises support staff.

Communication-Verbal and Nonverbal

A. Uses oral expression as fundamental to development of speech, writing and thoughts.

Approved: 11/19/12