



The mission of the United Cerebral Palsy/Center for Disability Services is to provide excellence in program delivery using research based strategies and techniques.

JOB DESCRIPTION

Special Education Teacher

Work Hours:

- Monday-Friday
- 8:00 AM – 3:00 PM

Responsible for:

- Developing Individual Education Plans, planning and implementing appropriate curriculum/activities to meet individual student needs/goals and evaluating student progress on a quarterly basis using data collection
- Establishing a positive classroom climate that promotes students social and emotional growth as well as academic and physical growth
- Working collaboratively with a team of other school personnel

Reports to:

- School Program Director

Qualifications:

- Bachelor's degree in education
- Valid Illinois teaching certification
- Appropriate Special Education Endorsements of licensure
- Knowledge of current special education best practices
- Working knowledge of education technology applications



Key Competencies:

- Organizational and planning skills
- Collaboration and team work
- Judgement and decision-making skills
- Problem-solving skills
- Conflict management and resolution
- Adaptability
- Professionalism

Responsibilities:

- Identify the needs of students through formal and informal assessments
- Plan, develop and implement individual education plans for each student
- Prepare instructional materials and lesson plans according to student IEP's
- Implement best practices/strategies during daily lessons
- Review IEP's with parents, administrators and all relevant school personnel
- Monitor, evaluate and document each student's progress utilizing appropriate data collection measures
- Update student goals on a quarterly basis and communicate to parents
- Maintain regular communication with parents/guardians
- Manage student behavior through monitoring, supervising and assessing behavioral patterns
- Utilize appropriate corrective methods to modify behavior
- Develop (with a team) and implement Behavioral Intervention Plan (BIP's) where necessary
- Maintain accurate and complete records in compliance with school policies, Administrative regulations and legal requirements
- Maintain a current knowledge of special education best practices and trends
- Serve as a member of a multidisciplinary team
- Supervise mentor and contribute to the evaluation of teaching assistants
- Maintain professional competence by participating in staff development activities, curriculum development meeting and other professional opportunities



- All other duties as assigned

Evaluation

Each educational support staff member’s job performance shall be evaluated by his/her direct supervisor. The evaluation process includes day-to-day observations and such supervision/communication as is applicable to the job classification. Supervisors shall provide employees an opportunity to discuss performance. As appropriate, supervisors should discuss with employees’ job performance issues that require timely attention.

Employee Signature

Date

Supervisor Signature

Date

IEIN Number

Expiration Date

Printed

Initial

HR Initial

Date Revised: March 2020