

SPECIAL EDUCATION TEACHER CYPRESS SCHOOL DISTRICT 64

MINIMUM QUALIFICATIONS:

1. Appropriate Illinois Licensure
2. Superior work habits and ethics
3. Excellent communication skills (written and verbal)
4. Ability to work well with administration, faculty, students and parents
5. Ability to perform duties as outlined

REPORT TO Principal/Dean of Students

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

A. INSTRUCTIONAL EFFECTIVENESS

1. Acts as a case load manager for IEP
2. Participates in IEP meetings as requested
3. Prepares to share student progress, as well as recommend program goals and objectives.
4. Implement and oversee the management of and compliance with students' IEPs
5. Modifies the general education curriculum for students with disabilities based upon a variety of instructional techniques and technologies.
6. Communicates expectations for high levels of learning by students.
7. Regularly assess students' knowledge and skills.
8. Specifies lesson purposes and learning objectives and tailors to students' IEPs
9. Provides learning tasks of appropriate difficulty level for the students.
10. Relates new content to previously presented material and to students' prior knowledge.
11. Teaches clearly, audibly, precisely and fluently while keeping to the topic.
12. Instructs with a variety of methods: lecture, modeling, demonstrating, experimenting, role playing, eliciting.
13. Teaches accurate principles, concepts, rationale, and applications as well as specific content.
14. Provides students with immediate feedback on their learning, performance, and progress.
15. Requires students to recall, explain, compare, contrast and evaluate information.
16. Provides students with immediate and appropriate feedback on their learning, performance and progress.
17. Re-teaches as necessary.
18. Summarizes the main points of the lesson, brings closure, and explains what will be taught next.
19. Encourages student input for improvement of instruction.

B. ORGANIZATIONAL AND MANAGEMENT SKILLS

1. Establishes procedures for routine classroom management matters, communicates those procedures to students, and elicits feedback from students regarding their understanding of those procedures.
2. Employs special educational strategies and techniques during instruction to improve the development.
3. of sensory- and perceptual-motor skills, language, cognition, and memory
4. Prepares and completes lesson plans at least the week prior to delivering the instruction and ensures substitute folders are current and include, at a minimum, lesson plans, seating charts, classroom rules/procedures and other information the Building Principal requires.
5. Distributes materials and supplies necessary for an instructional lesson in a timely manner.
6. Teaches socially acceptable behavior.
7. Starts students on tasks quickly and assures efficient transitions between activities.
8. Maintains a high level of time-on-task for all students.
9. Monitors student behavior continuously, encouraging appropriate behavior and addresses inappropriate behavior.
10. Perform tort risk management duties as set forth in the District's Risk Management Plan, including identifying and implementing techniques to reduce liability exposure and to monitor the effectiveness of the implemented techniques while overseeing the District's compliance with special education issues, and other tort duties that may be assigned

C. PERSONAL QUALITIES

1. Interacts with students in a mutually respectful manner.
2. Expresses verbal enthusiasm for the lesson and student participation.
3. Praises students for learning accomplishments, on-task behaviors and appropriate conduct.
4. Gives all students opportunities to ask questions, contribute, and otherwise participate in class activities

D. PROFESSIONAL DEMEANOR

1. Teaches the approved curriculum of the district.
2. Maintains punctuality and regular attendance.
3. Completes reports and records accurately and promptly.
4. Maintains appropriate communications with colleagues for planning and teaching.
5. Maintains accurate and helpful communication with students and parents.
6. Takes steps toward self-improvement.
7. Carries out other duties as assigned by supervisors
8. Supports classroom teachers as necessary

ESSENTIAL PHYSICAL REQUIREMENTS

1. Physical requirements will be governed under the Americans With Disabilities Act. Must be able to lift, push or pull up to 20 pounds on a regular basis.
2. Must be able to speak, hear, see, and write.
3. Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties.