

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Special Education Teacher

**Supervisor:** Building Administrator  
Division Chair  
Special Ed Coordinators

**FLSA Status:** Exempt                      **Employee Group:** Certified

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#### Qualifications:

1. Valid Illinois Professional Educator License and LBSI Endorsement.
2. Valid transcripts, certification of good physical health as required by law.
3. Demonstrated ability to teach and deal professionally and effectively with students as shown by student teaching record and the evidence of successful teaching experience.

#### Terms of Employment:

- Nine (9) month teacher contract
- Multi-Disciplinary Team Differential (must be a member of Multi-Disciplinary Team)

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Offer leadership and direction in providing for the formal learning process of students.
2. Create and maintain a classroom atmosphere conducive to learning.
3. Maintain a system of classroom control providing for the mental and physical well-being of all students.
4. Regularly assess student's progress and report student achievement based upon a variety of learning activities to keep all students motivated to fully realize their potential.
5. Establish objectives, develop learning activities, and provide student instruction of all levels in consideration of students differing abilities and needs employing best practice.
6. Inform parents and students of academic and behavioral progress concerns, and long-range expectations.
7. Stimulate student growth in the assimilation of facts, problem solving, and learning skills.
8. Collaborate individually and with other teachers, collect and analyze assessment data to increase student achievement.
9. Provide input into evaluation of assigned paraprofessionals.

10. Special Education Teachers may be assigned as consulting teachers in support of general and special education instruction. The following duties and responsibilities are in addition to those stated above:
  - a. Support teachers in their own classrooms to ensure best practices in accommodation for students with disabilities.
  - b. Provided supplemental instructional activities in support of students on assigned workload or in team/subject are of consulting assignment (for example, in specialized directed study courses for students with disabilities).
11. Keep current with best practices and requirements as they relate to your job assignment.
12. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.