

JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

<u>JOB TITLE:</u>	Department Chairperson- Special Education
<u>REPORTS TO:</u>	High School Principal and Assistant Superintendent for Student Services
<u>CERTIFICATION REQUIREMENTS:</u>	Appropriate Illinois State Board of Education Certification with endorsement in related subject area ISBE Administrative License PERA Qualified Evaluator Certification
<u>WORK YEAR:</u>	Teacher calendar year plus an additional 8 days

QUALIFICATIONS:

1. Valid Illinois teaching certificate with endorsements appropriate to teaching assignment
2. Minimum of five (5) years related work experience
3. Proven ability to mentor new teachers
4. Experience in providing curriculum leadership and innovation
5. Ability to work toward interdisciplinary instruction with other departments
6. Proven leadership skills
7. Knowledge of Special Education requirements and at risk students
8. Able to perform duties with awareness of all district requirements and Board of Education policies

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS:

Leadership:

1. Provide leadership in the development of shared beliefs and values about student learning and student intellectual development with respect to District 95 Strategic Plan.
2. Provide leadership within the department in initiating changes necessary to improving student learning based on data analysis and best practices.
3. Provide leadership for the development of a learning environment that fosters reflection, experimentation, growth and innovation.
4. Act as a role model for the department by demonstrating a commitment to learning and modeling professionalism and respect for others.
5. Provide leadership and promote participation in Professional Development activities related to curriculum and instruction.
6. Represent the department at Local, State, and National conferences.
7. Strive to implement by instruction and action the district's philosophy of education, instructional goals and objectives.

Curriculum, Instruction and Assessment:

1. Monitor curriculum development, integration articulation, and delivery to ensure alignment with district and state standards and to ensure that all students reflect the District's profile of a LZHS graduate.
2. Act as a case manager equivalent to .4 FTE assignment.
3. Lead and assist the development of an assessment system that monitors student learning and analyses data to ensure that the school's educational goals are met.
4. Work to set and maintain standards of effective teaching.
5. Maintain a current knowledge and understanding of best practices for effective instructional and assessment strategies.
6. Maintain standards for department curricula and make recommendations for alternative learning opportunities for students who have difficulty demonstrating success in a traditional high school setting.
7. Model and mentor best practices including training, technology integration, interdisciplinary instruction, and project based instruction.
8. Work with district's Assistant Superintendent for Student Services, Assistant Superintendent for Education and Learning Services and Assistant Principal for Curriculum & Instruction to facilitate curriculum instruction, and best practices within the department.

Staff Supervision and Development:

1. Supervise and evaluate department staff to ensure that the instructional practices in the classroom are consistent with District 95 core values, Illinois Goals and Standards, District 95 curriculum objectives and Profile of a High School Graduate.
2. Assist with new teacher orientation and mentor non-tenured teachers to facilitate a successful beginning and to ensure that the instructional program is delivered and assessed in a manner consistent with District 95 Core Values.
3. Use the evaluation process to improve teaching and learning.
4. Develop plans and identify resources for professional growth and the implementation of Best Practices.

Organizational Management:

1. Recruit, screen, and interview prospective faculty and support staff members and make recommendations for employment of those who demonstrate behaviors and attitudes consistent with District 95 Core Values and Strategic Plan.
2. Determine teaching assignments for department and assist in the development of the master schedule.
3. Maintain compliance with special education laws related to student class size, percentages in co-taught courses, etc.
4. Work with the Counseling Department in the monitoring of student registration and course selection, including review of all waivers and level change requests for department.
5. Develop department budgets and monitor equipment and supplies.
6. Assist and supervise substitute teachers within the department.
7. Screen and interview prospective student teachers.

Communication:

1. Model and mentor communication and positive interpersonal skills within the school and community.
2. Serve as a communication link between the building administration and department members on a regular basis.
3. Attend IEP meetings and assist staff members as necessary.
4. Oversee IEP documentation for compliance and train staff members on legal requirements as necessary.

5. Perform such other appropriate duties as may be assigned by the Principal and/or Assistant Superintendent for Student Services.

PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

TERMS OF EMPLOYMENT

Newly hired Administrators will be placed on the Administrator Salary Schedule based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE _____

DATE _____

PRINTED NAME _____