



Jennifer E. Gill, Superintendent

**Notice of Vacancy**  
May 15, 2015

**TITLE:** Special Education Department Chair  
**LOCATION:** Grant Middle School  
**CONTRACT PERIOD:** 185 Days  
**REPORTS TO:** Director of Special Education

**REQUIREMENTS/QUALIFICATIONS:**

1. Valid Illinois certification or approval in two or more areas of Special Education
2. Masters degree in Special Education or related field preferred
3. Minimum of five years successful teaching experience in special education
4. Knowledge of rules and regulations governing special education
5. Strong written and verbal communication skills
6. Ability to effectively work with administrators, teachers, and parents
7. Knowledge of instructional and academic best practices for students with disabilities
8. Knowledge of effective curricular accommodations and modifications for students with disabilities

**RESPONSIBILITIES:**

1. Schedule and conduct conferences in accordance with state and district guidelines
2. Maintain up-to-date information of special education students in the district's Information System
3. Establish and maintain effective communication with parents/guardians
4. Process initial case study evaluations and reevaluations within the mandated timelines
5. Maintain a high level of communication with the Special Education Department, building administration and special education staff
6. Maintain a high level of communication with building administrators concerning the discipline of special education students
7. Coordinate the implementation of state and local assessments to special education students
8. Provide support and consultation to the Building Review Team
9. Provide curricular and behavioral support to school staff
10. Clearly articulate current district special education policies and procedures to parents and district personnel
11. Perform other duties as assigned

**FILING DATE DEADLINE:** May 29, 2015

**EFFECTIVE DATE:** First contractual day of 2015-16 185-day calendar

**SALARY:** In accordance with current negotiated agreement

**BENEFITS:** Personal and Sick Leave – Medical Insurance – Life Insurance – Illinois Teachers' Retirement System

**Please refer all communication to:**

Gina McLaughlin-Schurman  
Director of Human Resources  
1900 West Monroe  
Springfield, IL 62704  
217-525-3006

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