

Special Education Teacher

Job Description

Juvenile Detention Center Education Program JDC **Champaign-Ford Regional Office of Education #9**

Reports To: Director of Alternative Education and/or Regional Superintendent of Schools

Position Summary

The Special Education Teacher provides individualized instruction and special education services to students detained at the Juvenile Detention Center. The teacher is responsible for maintaining educational continuity, implementing Individualized Education Programs, assessing student needs, and providing instruction aligned with Illinois Learning Standards.

The teacher works closely with JDC instructional staff, students' home school districts, and detention center staff.

Essential Duties and Responsibilities

Instruction and Curriculum

- Provide individualized and small-group instruction to students with disabilities.
- Develop lesson plans aligned with Illinois Learning Standards, students' IEP goals, course requirements, and individual academic needs.
- Provide instruction in core academic subjects, credit-recovery coursework, and other assigned areas.
- Differentiate instruction for students with varying academic abilities, disabilities, behavioral needs, and lengths of placement.
- Use instructional technology, online learning platforms, and other educational resources when appropriate.

Special Education Services

- Review available educational records, evaluations, IEPs, behavior plans, and accommodation plans promptly upon a student's enrollment.
- Implement each student's IEP, including required accommodations.
- Monitor and document student progress toward IEP goals.
- Develop measurable annual goals and appropriate instructional objectives when assigned.

- Participate in or facilitate IEP meetings, reevaluations, eligibility reviews, manifestation determination reviews, and transition-planning meetings.
- Collaborate with home school districts to obtain records and ensure continuity of special education services.
- Maintain special education timelines, documentation, and records.
- Support students transitioning back to their home schools, alternative programs, residential placements, or other educational settings.

Student Assessment and Records

- Assess students' academic skills and educational needs upon enrollment.
- Maintain accurate grades, attendance records, progress reports, service logs, and educational records.
- Prepare reports requested by program administrators, home school districts, courts, or other authorized parties.

Student Support and Professional Responsibilities

- Communicate with clear academic and behavioral expectations.
- Use positive behavioral interventions, restorative practices, and de-escalation
- Recognize that students may have experienced interrupted schooling, trauma, academic failure, or significant social-emotional challenges.
- Work with JDC staff to support student safety, participation, and educational progress.
- Follow all detention center rules, emergency procedures, safety requirements, and security protocols.
- Demonstrate knowledge of special education law, effective instructional practices, and trauma-responsive education.
- Complete required reports, records, lesson plans, and compliance documentation accurately and on time.
- Participate in staff meetings, training, evaluation activities, and school-improvement initiatives.
- Perform other duties assigned by the Director of Alternative Education or Regional Superintendent.

Required Qualifications

- Valid Illinois Professional Educator License.
- Learning Behavior Specialist I endorsement or other appropriate Illinois special education endorsement.

- Bachelor's degree from an accredited college or university.
- Knowledge of IEP development, special education eligibility, progress monitoring, accommodations, and instructional modifications.
- Ability to work effectively in a structured juvenile detention environment.
- c IEP systems, instructional technology, and standard office applications.

Terms of Employment

Part-time position based on the ROE 9/JDC school calendar.

- Salary and benefits established by the Regional Superintendent and based on education and experience.
- Continued employment is subject to satisfactory performance, licensure, program needs, and available funding.

Evaluation

Performance will be evaluated by the Director of Alternative Education and/or Regional Superintendent in accordance with ROE 9 procedures, applicable Illinois requirements, and the responsibilities contained in this job description.