

Job Title: SPECIAL EDUCATION TEACHER

JOB SUMMARY:

To plan, organize and implement an appropriate instructional program in a K-8 environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the direction of the Special Education Supervisor.

Essential functions of the job may include but are not limited to the following:

- Works with students individually or in small groups on a daily basis focusing on specific skills.
- Responsible for coordinating the development, monitoring, and implementation of student's Individual Education Plan (IEP).
- Maintains accurate and confidential records of all assigned students.
- Assess the ability and potential of students requiring a specific study program using a variety of tests and other forms of assessments.
- Develops/adapts lessons to enhance the affective and cognitive development of students.
- Provides information, support, and communication with parents and families.
- Assesses student performance frequently and objectively as required by IEP.
- Interprets the educational program to parents and other community members through personal conferences and meetings when appropriate.
- Consistently monitors progress on IEP goals and communicates weekly with teachers and supervisor regarding all pull-out sessions.
- Lead a Middle School Advisory.
- Co-teach with math and English teachers.
- Participates in ongoing professional development designed to improve student achievement.
- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.

Other functions of the job include but are not limited to the following:

- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Other duties as assigned.

Knowledge Skills and Ability Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- B.A/B.S degree in teaching from an accredited college or university.
- Pennsylvania State Special Education Certification - K-8 or N12
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to reteach and reinforce middle school math and English skills.
- Ability to communicate effectively orally and in writing.

- Must have the ability to report to work on a regular and punctual basis.
- Meet professional teacher education requirements of school, district and state.

Physical Requirements

Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.