

**Job Title: ELEMENTARY 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.
- 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.