

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: Instruction

Standard Title: Special Education Teacher

Primary Function:

A Special Education Teacher will execute all duties required for an effective instructional program for all assigned children.

Supervision Received:

A Special Education Teacher is directly responsible to the assigned Principal and/or his/her designee.

Direction Exercised:

A Special Education Teacher is responsible for the supervision of all assigned students, aides and volunteers.

Essential Duties:

District:

1. Be responsible for following the applicable policies and regulations as established by the Board of Education and the administration.
2. Be responsible for cooperating with the administration in the organization, implementation, and evaluation of the Special Education Program.
5. Consult with regular classroom teachers and administrators regarding the mainstreaming of students in the practical and related arts.

Students:

1. Develop and implement a program for all academic areas.
2. Administer annual tests for the development of the students' Individual Education Programs and to participate in the educational re-evaluations.
3. Develop Individual Education Plans in consultation with the parents/guardians of students.
4. Update the Tracking System for Student Identification as required by Intermediate Unit 8. Updated information should include changes, additions, and deletions.
5. Meet with assigned students no less than 85% of the school day.

6. Communicate with the parents of assigned students regarding the activities and progress of the students in the Special Education classes.

Secondary Duties:

1. To work with the principal in providing a program of continuous instructional delivery to assigned students.
2. Keep informed of modern educational thought and practices through advanced study, attending conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.
3. Attend and participate in district-sponsored in-service programs.
4. Performs duties with awareness of all LEA requirements and practices.
5. Perform duties as assigned by the Superintendent and/or his/her designee.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. A Special Education Teacher shall hold at least a bachelors degree and appropriate certification from an accredited institution.
2. Meet all federal and state certification requirements.
3. Knowledge of State and Federal regulations relative to elementary and/or secondary instruction.
4. Knowledge of program planning and budgeting.
5. Excellent communication, problem solving and organization skills.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education in the collective bargaining agreement.