

# **RED LION AREA SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**TITLE:** SPECIAL EDUCATION TEACHER

**STATUS:** EXEMPT – 29 C.F.R. §541.303, §541.301 – 192 Days

### **QUALIFICATIONS:**

1. Minimum of bachelor's degree in education or equivalent educational experience to qualify for Commonwealth certification.
2. Valid Pennsylvania teaching certificate for the grade-level assignment in accordance with CSPG 61.
3. Such alternatives or equivalents to these requirements as the Board may find acceptable.

**REPORTS TO:** Supervisor of Special Education/Building Principal

**JOB GOAL:** To provide specially-designed accommodations, programs, or support services to students with disabilities, either in a self-contained classroom or in a co-teaching or push-in model.

### **ESSENTIAL FUNCTIONS:**

1. Provide an educational program of effective instruction and/or educational support to students with disabilities at the elementary or secondary level in accordance with each student's Individualized Education Program (IEP).
2. Develop, implement, and revise as necessary an appropriate IEP for each student on the assigned caseload.
3. Maintain strict compliance with all state and federal laws, regulations, and deadlines for all IEP's and re-evaluations on the assigned caseload.
4. Oversee the IEP process, including organizing, scheduling, and attending meetings in support thereof.
5. Conduct timely review of records for students on the assigned caseload in accordance with reevaluation deadlines, or as deemed necessary by the IEP team.
6. Provide specially-designed instruction and assessment that conforms to the requirements of all IEP for students on the assigned caseload.
7. Participate and engage in meaningful professional development activities as may be required by law to maintain appropriate certification and competency, or as may be directed by the District or Director of Special Education.

8. Design differentiated lessons and activities in accordance with District policy and curriculum guides, Pennsylvania standards, and best practices for student engagement and learning.
9. Monitor the progress of each student through the collection, organization, and interpretation of appropriate learning data, and intervene and remediate as necessary to ensure maximum student growth and/or achievement.
10. Report current, objective, comprehensive progress data to parents as outlined in the IEP, minimally in conjunction with the District grade reporting schedule, and as requested by parent.
11. Create and implement a system of effective assessment of learning progress, and report such progress periodically in accordance with state law and regulation, Board policy, and District or building directives.
12. Establish, communicate, maintain, and consistently apply an effective classroom management plan to increase student engagement, efficiently use the available instructional time, and minimize student disruption of the learning environment, where applicable.
13. Work cooperatively with school counselors, reading specialists, intervention specialists, learning support teachers, gifted support teachers, and other professional staff to improve the educational program for all students on the assigned caseload.
14. Provide meaningful and engaging instruction with a variety of teaching strategies, including appropriate supplemental technology integration techniques.
15. Maintain professional, ongoing communication with parents/guardians relating to student educational, developmental, and social progress.
16. Engage parents/guardians through structured activities, as directed by the District and/or building principal, including parent conferences, open houses, meet-the-teacher activities, and other similar activities.
17. Develop and maintain positive and supportive relationships with students on the assigned caseload.
18. Monitor and redirect, as necessary, the behavior of all students in all areas of the building during school hours and enforce the student code of conduct.
19. Create and maintain accurate records of both instructional and non-instructional events, including the completion of assignments, student learning progress, and other day-to-day functions of the classroom.
20. Provide all paraprofessionals in the classroom with direction, instruction, and/or guidance for working with students.
21. Create, maintain, and deliver accurate attendance records as directed by District policy and the building principal, where required.
22. Perform all necessary tasks to ensure a safe educational environment.
23. Report to the school nurse and/or building principal all accidents and acute illnesses occurring during school hours.
24. Maintain updated and accurate student records.

25. Demonstrate professionalism in both service to students and to the profession, and comply with the Code of Professional Practice and Conduct for Educators and any other legal standards and/or regulations related to professional conduct both in and out of school.
26. Promote positive public relations through appropriate interaction with the media, parents, taxpayers, staff, and others.
27. Comply with all rules, regulations, and policy of the District.
28. Perform all other duties and responsibilities as assigned by the building principal or other supervisory personnel.

**PHYSICAL DEMANDS:** Constant bending, twisting, lifting, pushing, and pulling. Constantly alternating between sitting and standing. Occasional physical interaction with students in crises. Normally does not work at heights above ten feet. Normally does not lift any object weighing more than fifty pounds.

**SENSORY ABILITIES:** Visual acuity.  
Auditory acuity.

**WORK ENVIRONMENT:** Typical administrative office and school environment. Subject to inside and outside environmental conditions. Occasional travel to off-site environments.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Able to make judgments and work under high level of stress.

**COGNITIVE ABILITY:** Ability to communicate effectively.  
Ability to organize tasks.  
Ability to handle multiple tasks.  
Ability to exercise good judgment.

**SPECIFIC SKILLS:** Must possess average computer skills.  
Ability to operate various office and technology-related equipment.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

**TERMS OF EMPLOYMENT:**

This position is part of the bargaining unit represented by the Red Lion Area Education Association. All terms and conditions of employment will be in accordance with the applicable Collective Bargaining Agreement, the Board-approved contract for this position, and School Board Policy.

*The information contained in this job description is for compliance with Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for the position. The individual currently holding this position performs additional duties as may be assigned.*

*The District may make reasonable accommodations consistent with all applicable laws and regulations, to enable individuals with disabilities to perform the non-exhaustive list of essential functions in this job description. Reasonable accommodations may only be made pursuant to an interactive process and only to the extent such accommodations do not pose an undue hardship or direct threat to the health and safety of the school community.*

The Red Lion Area School District is an Equal Opportunity Employment, Educational/Service Organization.

**Date Revised:**            October 25, 2022

Employee: \_\_\_\_\_