



### **Special Education Teacher Job Description**

The instructional teacher is a highly qualified teacher responsible for the instruction. The special education teacher's primary priority is to work in partnership with parents, students, and regular education teachers in accordance with the PAVCS mission and vision in order to promote student achievement. The following responsibilities and duties are the means to achieve that end while maintaining compliance with Federal and State Regulations.

Duties include, but are not limited to:

#### **MONITORING AND COMPLIANCE**

- Collaborate with regular education teachers to monitor student progress and compliance (including SASH procedures, student compliancy issues, withdrawals, etc.)
- Proctor standardized tests (PSSA, PASA)
- Complete student progress reports twice a year (January and June)

#### **INSTRUCTION**

- Prepare for and conduct Parent and student conferencing according to school policy\*
- Student instruction in modalities instituted by school and assigned program (may include but are not limited to: Individual or Group Direct Synchronous Instruction in Elluminate, Learning Support, Life Skills Support, Itinerant Support, Resource Room Support, co-teaching, writing lesson plans, telephone conferencing and instruction, Parent Learning Opportunities) \*
- Collect data and appropriate work samples.
- Maintain Instructional Office Hours \*
- Plan and conduct home visits as needed.
- Assist regular education teachers with specially designed instruction when necessary
- Participation at monthly outings encouraged

#### **SPECIAL EDUCATION RESPONSIBILITIES**

- Maintain IEPs, RRs, PTREs, Quarterly Reports, Progress Monitoring for caseload \*
- Develop and Implement IEPs with measurable goals using Progress Monitoring
- Collect and Report Progress Monitoring Data for all student goals
- Conduct IEP meetings within timelines
- Make data-driven instructional decisions to improve student outcomes
- Complete Quarterly Progress Reports
- Maintain accurate and compliant special ed. data (ESY, PSSA accommodations, Penn Data, class lists with contact info, related services info, RR due dates, IEP due dates, etc.)
- Complete PTREs, Write RRs, and complete reevaluations in accordance with Regulations and best practice
- Complete all special education paperwork accurately, according to regulations, and on time
- Develop and monitor appropriate transition plans for students of transition age
- Maintain communication with Related Service Providers and Case Managers to ensure compliance with provision of services, evaluations, and quarterly progress reports
- Administer diagnostic assessments as needed
- Obtain and maintain compliant special education student files
- Prepare for and participate in 1 day of "End of the Year" office work in the Norristown Administrative office.

#### **COMMUNICATION**

- Communicate with Family Support Coordinators, Regular Education Teachers and Administrators when necessary
- Participate in weekly team calls
- Use Outlook Calendar to send parents an agenda for conference calls.
- Acknowledge e-mails and voice mails within 24 hours (excluding weekends, holidays, etc.).



- Attend and participate in 2 Discovery Days as designated on the school calendar
- Attend graduation ceremony
- Other travel as required within work day (with advance notice)

#### PROFESSIONAL DEVELOPMENT

- New Teachers participate in New Teacher Training (for all new teachers and returning teachers who have taught for PAVCS for less than 3 years).
- Participate in State specific training (3 days in August).
- Attend Professional Development as designated on school calendar (travel required)
- Participate in observational/mentoring meetings with direct supervisor.
- Complete self-evaluation and participate in annual professional evaluations.
- Work toward proficiency in software and technology necessary for performing duties \*
- Participate in weekly special education department calls
- Participate in weekly program calls (elementary, middle school, or high school)

\*Modality and frequency of these responsibilities will vary with specific position assigned. If you have been offered a specific assignment based on projected needs, PAVCS reserves the right to reassign the teacher to other positions within the school as needed in order to meet the IEP and program needs of enrolling students.

#### MINIMUM REQUIREMENTS:

1. Pennsylvania State Certified in Special Education as well as Highly Qualified (HQ) status in the subject areas and grades assigned.
2. Prior Special Education teaching experience in a School District or Charter School
3. Command of grades/subject specific content and theoretical knowledge of learning theory, including motivation, reinforcement, evaluation and feedback techniques.
4. Excellent written and verbal communication skills.
5. Proficient in using email, managing files, recording and reporting grades electronically, and using Microsoft Office applications.
6. Able to be flexible given the demands of the day and the job.
7. Experience in online teaching is a plus.