



DIVISION:	LICENSED PERSONNEL
JOB TITLE:	CLASSROOM TEACHER, SPECIAL EDUCATION
TERMS OF EMPLOYMENT:	10 MONTHS/FULL TIME, AS PER COLLECTIVE BARGAINING AGREEMENT
REPORTS TO:	BUILDING ADMINISTRATOR
FLSA STATUS:	EXEMPT
ADOPTED:	03.25.2019

Position Summary

Implements into daily student instruction appropriate educational curriculum based on Pennsylvania State Standards and Hamburg Area School District (HASD) Curriculum. Serves as an educational leader and advocate for students with disabilities within the school setting. Creates and maintains an educational atmosphere that encourages effective student learning and supports school and district programs and goals. Adheres to HASD Professional requirements and state standards for Licensed Employees. Reports to the applicable Building Administrator.

Minimum Qualifications

1. Bachelor's Degree from an accredited college or university.
2. Pennsylvania State teaching certificate at the appropriate level (elementary, middle, or high school) with an endorsement in Special Education.
3. Demonstrates professional and personal characteristics necessary for working effectively with students, parents, school personnel, and members of the community.
4. Ability to move about in room to monitor students and check work in classrooms with varied seating and desk organization patterns.
5. Ability to travel to more than one work location in the course of the day if assigned to an itinerant position.
6. Ability to prepare required written reports.
7. Ability to monitor and ensure appropriate student behavior, including outdoor activity areas, gymnasiums, etc.
8. Possesses high moral standards, professionalism and integrity.

Knowledge, Skills and Abilities

1. Demonstrate ability to support, mentor, and model best practice instructional strategies specifically designed for students with disabilities.
2. Demonstrate strong knowledge of federal, state, and local mandates and procedures as it relates to students with disabilities.
3. Demonstrate strong knowledge of Special Education principles, theories, testing, methods, etc. as well as proven methods of maximizing the educational experience of students with special needs.
4. Demonstrate effectiveness in planning, organizing, and coordinating meaningful activities for appropriate individuals and/or groups in a pleasant, professional manner.
5. Exhibit proficiency in the use of the District's electronic IEP system.
6. Facilitate professional development activities for staff as they relate to special education.

7. Demonstrate knowledge of differentiated instruction based upon student learning styles.
8. Knowledge of data information systems, data analysis and the formulation of action plans.
9. Demonstrate knowledge, skill, and ability to provide instruction in the classroom.
10. Work cooperatively with students, parents, peers, administration, and community members.
11. Guide the learning process toward achievement of individualized student goals.
12. Establish and communicate clear objectives for all lessons, units, and projects.
13. Maintain and improve professional competence.
14. Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, students, parents and the public while complying with the confidentiality requirements on local, state, and federal policies and statutes.
15. Knowledge of educational resources, policies and procedures.
16. Working knowledge of computers and related instructional technology devices.
17. Working knowledge of software programs utilized in the school system.
18. Knowledge of laws, policies, and procedures with respect to student safety, security, confidentiality and ethical practice.
19. Ability to establish and maintain effective working relationships as necessitated by work assignments.

Performance Responsibilities (Essential Functions)

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. **Demonstrate regular and consistent attendance and punctuality.**
2. **Plan, prepare and administer appropriate District curriculum for classroom instruction.**
3. **Ensure the opportunity for all students to learn in a supportive environment by utilizing a variety of instructional strategies to meet varied student needs.**
4. **Exhibit a strong commitment to improving academic, social, and emotional learning for students with disabilities.**
5. **Conduct assessments, testing and diagnostic examinations of students for the purpose of identifying learning issues, and recommending courses of action or corrective procedures to overcome issues and maximize learning.**
6. **Develop Individuals with Disabilities Education Act (IDEA) compliant Individual Educational Plans (IEP) for students.**
7. **Assist all staff in implementing students' IEP's and behavior management plans.**
8. **Coordinate with outside agencies, organizations and institutions, including state and federal authorities as needed.**
9. **Encourage parental involvement in students' education and ensure effective communication with students and parents.**
10. **Create and maintain a positive, orderly, and academically focused learning condition in the instructional environment.**
11. **Analyze student progress and provide appropriate instruction.**

12. Provide a classroom management/discipline plan ensuring safety at all times.
13. Ensure assessment regulations and guidelines are followed at all times.
14. Develop a classroom climate that promotes positive learning conditions.
15. Work professionally with colleagues, administration, support staff, parents, and the community.
16. Integrate technology into the instructional program.
17. Encourage the productive citizenship and respectful conduct of students.
18. Monitor and assess student progress.
19. Identify and implement appropriate supplementary aids and services to meet the needs of individual students.
20. Supervise, monitor and schedule classroom paraprofessional(s)/personal care assistant(s), as assigned by the Director of Special Education.
21. Provide insight into the performance evaluation of assigned paraprofessional(s)/personal care assistant(s), as requested by the Director of Special Education and Student Services.
22. Maintain accurate, complete records as required by law and District policy.
23. Inform parent/guardians regarding student progress, instructional program, and other school issues.
24. Demonstrate positive school-community relations.
25. Identify needed resources and materials for classroom instruction.
26. Comply with state laws and school board policies.
27. Maintain a high level of ethical behavior and confidentiality of information regarding students.
28. Perform related duties consistent with job description and assignment.
29. Perform other duties as assigned.

Essential Requirements

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is frequently required to stand, walk and/or sit and talk or hear. The employee must occasionally lift and/or move up to 20 pounds independently. Specific vision abilities required by this job include close vision and distance vision. Low exposure to self to bruises and cuts due to typical office environment.

Work Environment: While performing the duties of this job, the employee is occasionally exposed to outdoor conditions. The employee may be required to travel between District facilities using personal transportation. The employee may be required to work non-traditional hours based on District needs.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. The employee is frequently required to compare, copy, coordinate, instruct and negotiate. The employee is occasionally required to evaluate, analyze, compute, compile and synthesize.

Cognitive Ability: While performing the duties of this job, the employee must be able to communicate effectively with all stakeholders (administration, teachers, parents, students, vendors, etc.). The employee must be able to organize and prioritize multiple tasks, exercise good judgment and make decisions.

Evaluation

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of licensed personnel.

Documents Required At Time of Application

1. Pennsylvania Standard Teaching Application.
2. Applicable degree from an accredited college or university.
3. Pennsylvania Special Education Certification in applicable level or specialty.

An Affirmative Action / Equal Opportunity Employer

Hamburg Area School District does not discriminate on the basis of color, religion, gender, sexual orientation, gender identity, national origin, age, disability, status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law.

Reasonable accommodations may be provided for Individuals with a disability in order to perform the essential functions of the job.

Employee Statement

By signing this form, I acknowledge that I have received a copy of the job description for the function in which I was hired and understand its contents. I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

Employee Signature: _____

Date: _____

Employee Name: _____