

## **BERKS COUNTY INTERMEDIATE UNIT**

### **POSITION TITLE: Itinerant Emotional Support Teacher**

#### **QUALIFICATIONS:**

- A. Valid Pennsylvania certification in Special Education PK-12 required; certification in secondary subject area or dual certification in elementary / secondary education preferred.
- B. Excellent oral and written communication skills with youth and adults.
- C. Minimum of five (5) years of teaching experience preferred.
- D. Previous successful experience with children who demonstrate at risk behaviors preferred.
- E. Ability to work with and maintain a professional relationship with a classroom specialist and fellow professional employees as a team member.
- F. Ability to effectively and calmly interact with students of varying abilities, national origins, and ethnicities in a positive, constructive manner.
- G. Ability to effectively supervise, manage, and teach neglected, abandoned, abused, chemically dependent, delinquent, conduct disordered, truant, expelled, oppositional defiant, emotionally disabled, mentally ill, and/or homeless elementary and secondary students.
- H. Knowledge, experience, and ability in crisis intervention, including de-escalation and physical restraint.
- I. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

#### **REPORTS TO:**

Program Administrator – ECSS

#### **POSITION GOAL:**

Provide direct, systematic instruction for students with special education needs that will focus on helping students acquire academic skills, social skills, and coping skills at their levels of ability. Plan and implement effective program of instruction within Individualized Education Programs (IEP's).

#### **PERFORMANCE RESPONSIBILITIES:**

The essential functions of this position are comprised of a combination of the following fundamental duties (and may not include some of the duties explicitly listed below):

- A. Plan weekly and daily for instructional delivery and submit lesson plans to the Program Administrator by the due date and time.
- B. Deliver instruction effectively and consistently at the levels of ability of the students.
- C. Accurately assess students' academic functioning levels upon original entry into the program and periodically through the students' enrollment in the program, as determined by the students' IEPs.

- D. Develop legally sound Individualized Education Programs when determined necessary.
- E. Implement use of various progress monitoring data collection tools for behavior, social, and academic goals.
- F. Develop and maintain a safe, bright, positive, organized and functional classroom and learning environment.
- G. Develop and enforce a classroom behavior management system.
- H. Conduct the activities of the program and classroom in a consistent and fair manner.
- I. Participate in and lead team meetings, when selected, for multidisciplinary evaluation (MDE), individual educational planning (IEP), and behavioral planning.
- J. Maintain accurate records and communication reports related to the students including grades, attendance, behavior, and phone logs with parents/guardians, school districts, and agencies.
- K. Maintain open and honest lines of communication with parents/guardians, approved agencies, and school districts.
- L. Plan and oversee the duties of instructional support staff as required by individual student case assignments.
- M. Enforce confidentiality of student records and student information.
- N. Incorporate overall social and emotional goals with academic instruction.
- O. Develop and submit accurate budgetary requests.
- P. Serve as a member of outreach teams that assist school district personnel to maintain students in their home school districts.
- Q. Implement the requirements of IDEA, Pennsylvania Special Education, regular education, and Alternative Education requirements and regulations.
- R. Pursue professional growth and development.
- S. Maintain an up-to-date inventory of materials and equipment within the assigned Berks County Intermediate Unit (BCIU) instructional and related areas.
- T. Evaluate and assess all students in a fair and impartial manner and develop grade reports quarterly and/or at discharge from program.
- U. Respect all students, parents/guardians, colleagues, and others with whom contact is made regardless of race, religion, gender, ethnic background, and/or disability.
- V. Enforce and comply with all policies and procedures of the Berks County Intermediate Unit, the programs to which assigned, and the sites to which assigned.
- W. Implement the Crisis Response Plan when needed.
- X. Promote a positive image for the BCIU.
- Y. Comply with the dress guidelines of the BCIU.
- Z. Perform other job-related duties as required or assigned by the Program Administrator or designee within certification guidelines.

**TERM OF EMPLOYMENT:**

Exempt, Full Time, Ten months/year. Salary as established per BCIUEA Collective Bargaining Agreement. Variable schedule that may include evening work.

**EVALUATION:**

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

*The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.*

**BCIU is an equal opportunity employment, educational, and service organization.**

<b>Print Name</b>	
<b>Employee Signature</b>	<b>Date:</b>

May 5, 2023

CC: Employee File