

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Emotional Support/Alternative Education Teacher

QUALIFICATIONS:

- A. Valid Pennsylvania certification to meet “highly qualified” status under the federal No Child Left Behind Act and Pennsylvania Department of Education certification regulations; dual certification in special education preferred.
- B. Master’s Degree preferred.
- C. Excellent oral and written communication skills with youth and adults. Bilingual preferred.
- D. Previous successful experience with children who demonstrate at risk behaviors preferred.
- E. Access to transportation between work sites, possessing a valid PA driver’s license.
- F. Ability to work with and maintain a professional relationship with a classroom specialist and fellow professional employees as a team member.
- G. Ability to work independently when appropriate.
- H. Experience in English as Second Language (ESL) programs if needed in fulfilling the responsibilities of the assigned position.
- I. Ability to use technology effectively in the classroom for instruction and management.
- J. Knowledge of or desire to acquire the knowledge of bullying, gangs, drug and alcohol abuse, multiculturalism as determined by the needs of the assigned position.
- K. High competency level in language arts, mathematics, social studies, science, social skills, health/life skills, and other courses specific to the assignment such as English as a Second Language, art and physical education.
- L. Ability to effectively and calmly interact with students of varying abilities, national origin, ethnicity in a positive, constructive manner.
- M. 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.
- N. Knowledge, experience and ability in crisis intervention, including de-escalation and physical restraint.
- O. Ability to work efficiently and successfully in a highly structured environment.
- P. Proven emotional stability.
- Q. 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:

As part of a team, provide instruction for “at risk,” homeless, conduct disordered, oppositional defiant, truant, expelled, chemically dependent, mentally ill, emotionally

disturbed, abandoned, abused, neglected, and/or delinquent students. Help students acquire academic skills, social skills, and coping skills at their levels of ability.

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. To plan weekly and daily for instructional delivery and to submit weekly 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.
- D. Develop and maintain a safe classroom.
- E. In concert with the classroom specialist, enforce the behavior management system adopted by the program.
- F. Effectively use electronic technology, print resources, independent study, individualized instruction, cooperative learning, team teaching, and other strategies as necessary to assist students in achieving instructional goals.
- G. Conduct the activities of the program and classroom in a consistent and fair manner.
- H. Delegate reasonable responsibilities to the classroom specialist, including but not limited to, behavioral management, academic tutoring, mentoring, counseling, etc.
- I. Participate in and lead team meetings, when selected, for multidisciplinary evaluation (MDE), individual educational planning (IEP) and behavioral planning.
- J. Participate as a member of the crisis intervention team.
- K. Integrate recommendations from therapists, social service personnel, mental health personnel, Children and Youth Services, Service Access Management (SAM), school district representatives, etc. for assigned students.
- L. Maintain accurate records and communication reports related to the students including grades, attendance, behavior, and phone logs with parents, school districts, and agencies.
- M. Maintain open and honest lines of communication with parents/guardians, approved agencies, and school districts.
- N. Enforce confidentiality of student records and student information.
- O. Serve as a participating member of intake and exit teams, if applicable.
- P. Incorporate overall social and emotional goals with academic instruction.
- Q. Develop and maintain a bright, positive, organized, and functional classroom and learning environment.
- R. Develop and submit accurate budgetary requests.
- S. Serve as a member of outreach teams that assist school district personnel to maintain students in their home school districts.
- T. Implement the requirements of IDEA, Pennsylvania Special Education, regular education, and Alternative Education requirements and regulations.
- U. Submit all forms and reports required by the Alternative Education/Emotional Support Programs, the BCIU, School Districts, the Pennsylvania Department of Education, and/or the federal government by stated due date.
- V. Attend, focus, and constructively participate in all faculty and staff meetings as called by the Program Administrator.
- W. Pursue professional growth and development.

- X. Maintain an up-to-date inventory of materials and equipment within the assigned BCIU instructional and related areas.
- Y. Evaluate and assess all students in a fair and impartial manner and develop grade reports quarterly and/or at discharge from program.
- Z. Respect all students, parents/guardians, colleagues and others with whom contact is made regardless of race, religion, gender, ethnic background and disability.
- AA. 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.
- BB. Implement the Crisis Response Plan when needed.
- CC. Promote a positive image for the BCIU and the Alternative Education/Emotional Support Programs of the BCIU.
- DD. Comply with the dress guidelines of the BCIU and Alternative Education/Emotional Support Programs.
- EE. Perform other job-related duties as required or assigned by the Program Administrator or designee within certification guidelines.

TERMS 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.

Print Name	
Employee Signature	Date:

Revised: January 19, 2018

CC: Employee File