



DOWNINGTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

TITLE: Special Education Teacher

DATE: April 2022

DEPARTMENT/GROUP: Professional/DAEA

LOCATION: District by Building

REPORTS TO: Building Principal

FLSA: Exempt

JOB SUMMARY: Primary Functions include the classroom instruction of students following district curriculum and procedures.

ESSENTIAL FUNCTIONS: *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Provides instruction and support to special education students in accordance with their individualized education program (IEP).
2. Develops lesson plans and instructional materials to address students' individual needs.
3. Works cooperatively with district staff, including regular education teachers, pupil services staff, and related service staff, and when appropriate, outside agencies to coordinate student's program and provide appropriate level of support.
4. Coordinates services for students on caseload by being the case manager and preparing all essential documents and other documents, adhering to timelines. Essential documents include but are not limited to permissions for evaluations, evaluation and reevaluation reports, Invitations to Participate, Individualized Education Programs (IEP), Notice of Recommended Educational Placement (NOREP), progress reports and more.
5. Collects and effectively communicates data and provides ongoing progress monitoring for students on their caseload.
6. Collects and documents ESY-Extended School Year data to determine eligibility. Provides this information to the Supervisor of Special Education.
7. Participates actively as part of the Multidisciplinary team and facilitates IEP meetings.
8. Provides staff development to professional staff and support staff on particular needs of students on caseload in regards to characteristics of a disability, interventions, strategies, teaching methodologies, and modifications as needed.
9. Prepares Functional Behavior Assessments and Positive Behavior Support Plans when necessary.
10. Participates in Interagency meetings when necessary.
11. Attends scheduled Special Education Department meetings and professional development.
12. Adheres to district policies and procedures.
13. Adheres to professional, ethical, and legal standards.

This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.

ADDITIONAL FUNCTIONS: *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Involvement in activities and or events to support students as outlined in current bargaining unit agreement.
2. Other duties as may be assigned.

QUALIFICATIONS: *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills, and/or ability necessary.*

1. Candidate must be a graduate of an accredited college or university and hold a proper Pennsylvania certification for the position.
2. The employee in this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance or other state or federal healthcare program. Clearance as provider under such programs by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.
3. Possesses a positive attitude toward the teaching profession, service to the district, and importance and purpose of the education program.
4. Proficiency in use of technology for individual or group demonstration or communication.
5. Must be able to flex and vary hours to accommodate needs of students, parents, and other teachers.
6. Possesses effective interpersonal skills with the ability to interface diplomatically with teachers, administrators, parents, students, and outside organizations.
7. Exhibits excellent classroom management skills.
8. Demonstrates effective communication skills to provide accurate information to others and to obtain, give, and follow directions.

9. Demonstrates ability to provide good judgment, planning, and human relations skills, as well as be required to work under periods of stress due to the level of the position responsibility.
10. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements.
11. Candidate must adhere to all local, state, federal, and school code requirements for employment.

PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- A. While performing the duties of this job, the employee is required to maintain a stationary position and move about to access multiple classrooms, file cabinets, office equipment, etc.; to use hands to handle or feel objects, tools, or controls; Talk and hear; Sit and occasionally be required to stand, walk, stoop, kneel, and crouch.
- B. The position requires the employee to frequently operate a computer and other office and classroom equipment such as a copy machine, fax, printer, overhead, and Smart Board.
- C. Ability to lift and/or exert up to 20 lbs. of force to occasionally move objects.
- D. The position requires meeting deadlines with severe time constraints, interacting with staff and the public, and occasional irregular or extended work hours.
- E. This job requires the ability to observe, inspect, identify, and determine accuracy of written documentation and fine details.
- F. Some/occasional local travel may be necessary: Must be able to provide own transportation to school related functions/meetings, community agencies, and schools throughout our service area.
- G. The employee is frequently required to communicate and interact in person and by phone or e-mail with the public, students, parents, staff, other administrators, board members, and community agencies.
- H. Additional physical requirements may be necessary based on content area teaching, (i.e., physical education, music, art, special education, family consumer science, technology education).

NOTICES:

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

I have read and understand the expectations contained in this position description.

Position Holder's Signature: _____ Date: _____

Print Name: _____

A copy of this form may be obtained in the Human Resources Department.
The Downingtown Area School District is an equal opportunity employment, educational, and service organization.