

## EASTERN LEBANON COUNTY SCHOOL DISTRICT

**TITLE:** Learning Support Teacher **DEPARTMENT:** Professional Staff

**BARGAINING UNIT POSITION:**             YES                             NO

**SUPERVISOR:**            Building Principal

**FAIR LABOR STANDARDS CLASSIFICATION:**             EXEMPT                             NON EXEMPT

**SUMMARY DESCRIPTION:** Instruct students who are in need of specially designed instruction. Reporting to work regularly and on time is essential to this position.

**ESSENTIAL JOB FUNCTIONS: (job responsibilities that are an integral part of the position and cannot be transferred to another position without jeopardizing the purpose of the position.)**

1. Construct appropriate lessons with objectives in accordance with established curriculum. Write appropriate daily lesson plans to accomplish those objectives available for substitute.
2. Provide appropriate instruction for individual student abilities, and establish a supportive physical environment in the classroom for best instructional focus.
3. Evaluate student performances through on-going assessment.
4. Respond to student needs and strengths as indicated through assessment.
5. Develop classroom schedules and routines.
6. Use a variety of teaching strategies and approaches.
7. Maintain accurate, complete and up to date individual student files for each student
8. Monitor student progress on IEP goals and objectives each marking period and report to parents.
9. Attend faculty meetings and special education department meetings.
10. Participate in the in-service programs and keep current with educational changes.
11. Manage student behaviors consistently and appropriately.
12. Complete all necessary paperwork associated with IEPs within the established timelines, including IEPs, invitations, waivers and progress reports.
13. Provide information to School Psychologist as requested for Re-Evaluation Reports.
14. Provide and/or oversee accommodations for students as dictated by IEPs on State and Local Assessments
15. Collaborate with General Educators and related service providers regarding student needs and accommodations.
16. Schedule IEP meetings yearly, or more often as needed, for each student on caseload.

**MARGINAL JOB FUNCTIONS: (job responsibilities that are part of the position but not essential to it – they can be transferred to another position if necessary.)**

1. Provide for care and protection of school property.
2. Prepare budget requests.
3. Fulfill duties such as recess, bus duty, cafeteria monitor, etc. as assigned by building principal
4. Prepare and copy needed instructional materials.

**REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:**

**Physical Demands:**

1. Standing and walking about the classroom for extended periods of time.
2. Manual dexterity to use various instruments of educational technology.
3. Moderate lifting up to 120 pounds, as needed.
4. Some carrying up to 30 pounds.
5. Repetitive movements of fingers and hands for keyboarding, calculators, etc.

**Sensory Abilities:**

1. Ability to verbally communicate clearly with students.
2. Ability to employ appropriate non-verbal communication techniques.

3. Visual acuity to read student work.

Work Environment:

1. Classroom setting.

Temperament:

1. Must be flexible.
2. Must display empathy.
3. Able to accept and act upon criticisms and suggestions in positive manner.
4. Be enthusiastic about teaching profession.
5. Be poised and at ease with children and parents.
6. Must maintain composure in stressful situations.

Cognitive Ability:

1. Requires high level of knowledge in content areas.
2. Requires knowledge of developmentally appropriate strategies.
3. Utilize creativity and originality.
4. Display effective time management skills.
5. Ability to sequence skills and procedures most effectively to achieve goals.

**QUALIFICATIONS, SKILLS AND KNOWLEDGE REQUIRED AND DESIRED:**

Required:

1. BS in education.
2. Special Education Certification in PA.
3. Highly Qualified status for all classes taught

Desired:

1. Masters in Special Education.

**TERMS OF EMPLOYMENT:**

1. Per bargaining agreement.

APPROVED BY:

8/10/10  
Date

*Janice Bowersox*  
Supervisor

8/9/10  
Date

*Robert M. ...*  
Superintendent

8-9-10  
Date of Board Approval

*Caution Boyer*  
Board Secretary