



POSITION MANAGEMENT GUIDE

Title:	Special Education Teacher	Division Approval:	Original date unknown; 3/10/2020
Department:	Special Education	HR Approval:	Original date unknown; 3/10/2020
Reports to:	Special Education Program Supervisor	Board Approval:	8/2/1994
Salary Schedule:	LIUEA	Revision Date:	11/5/1996; 4/1/2019; 5/5/2020

SUMMARY OF PURPOSE

To provide a positive educational program for children identified as requiring special education programs and services using effective instructional practices.

ESSENTIAL REQUIREMENTS

- Pennsylvania certification in special education in the area of assignment, required
- Successful classroom teaching experience, preferred
- Successful experience in customer relations, preferred

ESSENTIAL FUNCTIONS

- Designs instruction via daily lessons and implements effective individual and group strategies for students in the areas presented in the curriculum, aligned with the Pennsylvania Core Standards and in accordance with students' Individual Educational Plans (IEP's) and Re-Evaluation Reports (RR's).
- Adheres to LIU practices and PA state mandated paperwork and records on each student assigned that includes, but is not limited to, a description of student strengths, needs, progress, pre/post testing, surveys, attendance, integration, etc.
- Works productively and professionally with the program team to continually improve the program for each student.
- Participates in regular staff meetings and professional development opportunities per LIUEA contract.
- Participates in parent conferences, open house, parent involvement programs as designated by Program supervisor and in accordance with the LIUEA contract agreement.
- Leads the development and implementation of Individual Educational Plans and Re-Evaluation Reports (RR) for each student as assigned.
- Maintains communication with parents to keep them informed of their child's educational progress as directed by the Program Supervisor.
- Engages all team members, including parents, in a positive, productive, customer friendly manner.
- Manages the classroom team and provides teacher assistants with a schedule of assigned duties and responsibilities in the classroom, and makes suggestions for them to further develop their skills in team planning, goal setting, recording and observing student behavior, achieving student goals, classroom

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management and communication strategies.

- Creates a formative and summative plan and monitors progress on each student in the class to ensure appropriate achievement and/or proper intervention in cases where appropriate progress is not being made.
- Assesses student's cognitive and social understanding and their ability to understand and use school language and academic skills. Uses assessment in conjunction with other data presented by the program team to construct individual learning hypotheses, teaching strategies and Individual Education Plans and Educational Reviews.
- Creates an engaging educational environment that promotes respect and student guided learning.
- Fulfills requirements and adheres to all LIU program policies as specified in the teacher handbook.
- Assists in ordering classroom teaching supplies.
- Assumes any other responsibilities as assigned by the Executive Director, his/her designee, Director and Associate Director of Special Education or Program Supervisor.

DIVISION/ORGANIZATION

- Keeps current with related technology and developments that impact the division and the organization.
- Makes decisions consistent with the LIU mission and core values, establishes and maintains effective communication and positive relationships within the LIU, and fosters professional development of LIU staff.
- Contributes to the effective team management of all issues and opportunities within the LIU by modeling the qualities of an LIU Team member (being versatile, ethical, transparent, team-oriented, innovative, transformative and collaborative, valuing each team member, and understanding the importance of customer service.)
- Understands organizational development and change principles and applies these principles to promote improvement within the Division.
- Performs other functions as assigned by the Division Director.

SCOPE AND IMPACT

This position works independently with all employees within the LIU and individuals and organizations outside the LIU.

ESSENTIAL PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS

1. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

2. Communication - English

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- ☒ Fluent Reading
- ☐ Recognition of Signs/Symbols

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- ☐ Simple Reading
- ☐ No Reading Skills Required

4. Hearing

- ☒ Ability to Hear Required
- ☐ Limited Hearing
- ☐ Hearing Not Required

5. Seeing

- ☒ 20/20 Vision with Corrective Eyewear
- ☐ Limited Vision
- ☐ Vision Not Required

6. Functional Math

- ☐ Complex Computational Skills (Accounting and Financial Skills)
- ☒ Simple Computational Skills (Addition, Subtraction, Multiplication, Division, Percentages)
- ☐ Simple Counting Skills
- ☐ No Mathematical Skills Needed

7. Time

- ☒ Must Tell Time to the Minute
- ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- ☐ Several Blocks from Building
- ☒ Building Only
- ☐ Work Area
- ☐ Room Only

9. Mobility Skills

- ☒ Mobility Within the Building
- ☐ Mobility Within a Four-Block Radius
- ☐ Driving Required

10. Sitting

- ☐ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☒ Less than 25%

11. Standing

- ☒ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

12. Bending

- ☒ Knees and Waist
- ☐ Waist Only
- ☐ Knees Only
- ☐ No Bending Required

13. Lifting

- ☒ Greater than 30 lbs.
- ☐ 10 - 30 lbs.
- ☐ Less than 10 lbs.

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☐ No Lifting Required

14. Reaching

- ☐ Greater than 6 Feet
☒ 2 - 6 Feet
☐ Less than 2 Feet
☐ Reaching Required
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The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks and responsibilities. Employees will be expected to perform duties that do not appear on the job description. Management reserves the right to amend and change responsibilities to meet operational and organizational needs as necessary.

Adopted by LIU Board of Directors: May 5, 2020