BOYERTOWN AREA SCHOOL DISTRICT
JOB DESCRIPTION

Position:	Special Education Teacher	Employee Group:	Professional Staff
Report To:	Building Principal/Director of Special Education	Created:	
FLSA:	Exempt	Revision Date:	December 2021
Work Year:	Per CBA		

Job Summary:

To render diagnostic, prescriptive and educational services and assistance in a variety of instructional settings to the professional team and to students with one or more disabilities who require specially designed instruction pursuant to an Individualized Education Program (IEP) (exceptional students); to create or assist in creating a flexible, age and grade appropriate instructional program in a virtual or regular class environment, favorable to student learning and personal growth; to establish appropriate effective rapport with students; to motivate students to develop skills, attitudes, and knowledge needed to provide a good foundation for further education, in accordance with each student's ability; and to establish appropriate, effective relationships with parents and with other staff members

Supervisory Responsibilities:

1. Supervises students in and out of the classroom during the assigned working day or beyond the working day when involved in an extended field trip or learning activity.

Essential Duties:

2. Attends Re-evaluation Report (RR) and IEP meetings, writes or assists with the development of RRs and IEPs for exceptional students. Facilitates securing information needed for such meetings or as a result of such meetings.
3. Continually monitors and assesses the progress of each student to evaluate the student's progress toward achieving the goals and objectives set forth in the student's IEP and progress in the general curriculum.
4. Uses appropriate diagnostic and evaluative methods to ascertain the effectiveness of an exceptional student's IEP. Identifies when adaptations and/or modifications may be required to the IEP, additional evaluation may be warranted or further modifications to curriculum and teaching strategies could be used to address concerns about a student's progress. Promptly addresses or initiates contact with the individuals required to address such concerns and monitors progress and results.
5. Assists with or provides appropriate modification to the general curriculum pursuant to each student's IEP.
6. Assists with developing or develops lesson plans, instructional materials; assists with or provides individualized and small group instruction in order to adapt the general curriculum to the needs of each student and to meet the requirements of the student's IEP. Researches and develops adaptations needed to deliver special education in a virtual setting to meet each student's needs. Prior to use of new technologies, uses and tests hardware and applications to ensure it works as smoothly as possible for intended uses.

7. Assists with ways to use and uses technology, research based instructional methods, effective strategies techniques and learning materials to enhance each student's progress toward meeting the goals and objectives of the IEP and to progress in the general curriculum.
8. Provides support to regular education teachers and instructional and non-instructional assistants working with exceptional students. Identifies student needs and cooperates with other professional staff members in assessing and helping exceptional students solve social, emotional, behavioral, and academic issues.
9. Participates in conferences about exceptional students. Communicates with parents through conferences and other means to discuss their child's progress and to interpret the school program and the student's IEP, ensuring they are consistently made aware of all means of contacting the teacher for this purpose.
10. Assists students and parents with technical support requests by either securing necessary IT support or, where possible, directly providing basic technical support for issues relating to use of school provided technology or equipment, such as virtual school set-up, basic computer set-up, navigation, and troubleshooting.
11. Demonstrates understanding of and abides by federal, state, and local school laws and regulations; mandated programs; District policies and administrative regulations. Reviews and abides by Pennsylvania Code of Professional Practice and Conduct for Educators.
12. Ensures all documentation related to a student's special education is complete, in compliance and properly filed in accordance with District policies and practices.
13. Maintains professional competence and keeps abreast of new developments in the field through professional development education activities provided by the district or through self-selected activities.
14. Selects and requisitions books and instructional aides; maintains required inventory records.
15. Administers group standardized assessments in accordance with district assessment program and as modified for particular exceptional students in their IEPs.
16. Participates in curriculum development programs as required, faculty committees, and the sponsorship of student activities
17. Performs other duties as assigned. Performs in accordance with school policy, administrative regulations, state and federal laws.

Qualifications and Requirements:

- Valid teaching certificate per subject area.
- Maintains professional competence through professional development education activities provided by the district or through self-selected activities.
- Supervises students in and out of the classroom during the assigned working day or beyond the working day when involved in an extended field trip or learning activity.
- Administers group standardized assessments in accordance with district assessment programs.
- Participates in curriculum development programs as required, faculty committees, regularly scheduled meetings, assigned day and evening activities, and sponsorship of student activities, as required.
- Performs other duties as assigned.
- Performs in accordance with school policy, administrative regulations, state and federal laws.
- Ability to establish and maintain effective relationships with students, peers and parents; excellent skills in oral and written communication.
- Completion of School Health Physical and TB test
- Completion of required background clearances
    - Act 34 - Criminal History Clearance
    - Act 151 - Child Abuse History Clearance
    - Act 114 - Federal Criminal Background Check

Physical Requirements:

- Visual acuity to read correspondence, computer screen
- Auditory ability to be able to use a telephone
- Ability to speak clearly and distinctly.
- Prolonged periods sitting at a desk, standing, walking and/or working on a computer.
- Specific vision abilities required that include close vision such as to read handwritten or typed material, and the ability to adjust focus.
- Ability to meet multiple demands from several people and interact with the public and other staff.
- Must be able to lift up to 15 pounds at times

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The Professional will be required to follow any other job-related instructions and perform other job-related duties requested by the Superintendent or Designee.

The position holder must be able to perform the essential duties and responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform the Chief Human Resources Officer of any and all reasonable accommodation that will be required.

Boyertown Area School District is an equal opportunity employer.