

**TITLE:** SPECIAL EDUCATION TEACHER

**REPORTS TO:** Chief Executive Officer

**SCOPE:** The Special Education Teacher is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual and psychological growth. This person is responsible for organizing and implementing an instructional program that will result in students achieving academic success in accordance with the York Academy Regional Charter School and International Baccalaureate policies.

**PRIMARY RESPONSIBILITIES:**

1. Implements instructional activities that contribute to a climate where students are actively engaged in meaningful developmentally appropriate learning experiences.
2. Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
3. Assists in assessing changing curricular needs and offers plans for improvement.
4. Maintains effective and efficient record keeping procedures.
5. Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
6. Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
7. Collaborates with peers to enhance the instructional environment.
8. Models professional and ethical standards when dealing with students, parents, peers, and community.
9. Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
10. Establishes and maintains cooperative working relationships with students, parents, and other members of the school staff.
11. Assumes responsibility for meeting his/her course and school-wide student performance goals.
12. Demonstrates gains in student performance.
13. Participates in training and presentations about teaching including fulfillment of the training necessary to remain qualified to teach in an accredited International Baccalaureate school.
14. Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating.
15. Receives information from LEA, psychologist, and MDE reports on each student who is considered a potential candidate for services.
16. Participates in an IEP conference with an LEA representative, parent, and other appropriate personnel at which time an IEP shall be developed.
17. Implements each approved IEP for children assigned to the teacher's program.
18. Prepares written lesson plans reflecting goals and objectives of the IEP's in advance. Lesson plans must be available to the supervisor or principal or submitted weekly upon request.
19. Has lesson plans and other essential materials and information available for substitute teachers during absences.
20. Maintains an environment conducive to the students' social and emotional growth as well as academic achievement.
21. Participates in the annual re-evaluation team meeting for each student assigned to the teacher's jurisdiction.
22. Assumes responsibility for maintaining effective control and authority over all students within the school environment as well as discipline for this in his/her immediate jurisdiction, and intercede at any time when necessary to enforce and maintain reasonable standards of student conduct, with chronic, serious, or unusual problems reported through established channels.
23. Develops and maintains effective working relationships with teachers, teacher assistants, counselors, and administrative personnel in the discharge of their professional obligations.
24. Assumes an active role in promoting and maintaining sound relationships with parents of his/her students in order to strengthen and promote the effectiveness of the educational process.

## **SPECIAL EDUCATION TEACHER**

25. Continues professional growth and development through attendance at faculty meetings; participation at in-service educational programs; enrollment in approved appropriate graduate courses at colleges and universities; and participation in curriculum and program development at the department or building level.
26. Attends and participates in approved educational meetings and conferences which are directly related to assigned responsibilities in the school.
27. Assists in sponsoring and supervising certain school activities.
28. Directs the activities of the teacher's instructional assistant (s) when appropriate.
29. Observes high ethical and professional standards befitting the teaching professional, and conduct him/herself accordingly in the discharge of his/her professional responsibilities.
30. Performs other duties as assigned by the Chief Academic Officer.

### **EDUCATION, CERTIFICATION, WORK RELATED EXPERIENCES:**

1. Bachelor's Degree in Special Education (Pre-K-12)
2. Pennsylvania Teaching Certification Required-Commensurate with Programming
3. Demonstrated experiences in teaching children in developmentally appropriate practices

### **KNOWLEDGE BASED EXPERIENCES:**

1. Certified in relevant subject area
2. Knowledge of a variety of instructional strategies that will be utilized in academic presentations
3. Operational knowledge of the Internet and web-related technologies

### **TECHNICAL COMPETENCIES AND SKILLS:**

1. Possesses strong oral and written communication skills
2. Works independently with little direct supervision
3. Works as part of a team
4. Accepts responsibility and is self-motivated
5. Demonstrates strong work ethic to achieve academy goals
6. Displays effective multi-tasking and time management skills
7. Utilizes the required instructional strategies recommended for International .Baccalaureate schools

### **WORKING CONDITIONS:**

1. Physical Ability: Tasks may involve extended periods of time at a keyboard or workstation.
2. Sensory Requirements: Some tasks require visual perception and discrimination.
3. Some tasks require oral communications ability.
4. York Academy Regional Charter School is an Equal Opportunity Employer. ADA requires the York Academy Regional Charter School to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

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**Diverse learners. Collaborative thinkers. Bright futures.**

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